

# **ADPICS**

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## **4.0000 TABLE MAINTENANCE**

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## 4.1300 ACCOUNTS PAYABLE TABLE MAINTENANCE MENU

PCHL1300 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994	12:00 PM
LINK TO:	ACCOUNTS PAYABLE TABLE MAINTENANCE MENU		
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USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:			
(1)	- MATCHING RULES TABLE MAINTENANCE		
(2)	- HOLIDAY TABLE		
(3)	- LETTERS TO VENDORS		
(4)	- LETTERS TO AGENCIES		
(5)	- MISCELLANEOUS TABLES		
(CL) - EXIT			

### Screen Description

This menu is accessed from the Accounts Payable Main menu (PCHL1000) when F6 is selected. This table maintenance menu displays all the selections the user is authorized to access by checking the Security record. This menu allows the following five selections:

- Matching Rules Table Maintenance
- Holiday Table (Not used in Michigan at this time)
- Letters to Vendors (Not used in Michigan at this time)
- Letters to Agencies (Not used in Michigan at this time)
- Miscellaneous Tables

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The menu selections are built based on the Program Security record for the current user log-in.

**Available Function Keys**

Function Key	Action
<b>F1— Matching Rules Table Maintenance</b>	The system transfers to the Matching Rules Table Maintenance screen (PCHL1310). This screen allows the user to define matching rules for the purchase order/receiving report/invoice matching process.
<b>F2— Holiday Table</b>	The system transfers to the Holiday Table <del>s</del> Screen (PCHL1320). This screen allows the user to define holiday dates for batch processing in the system. (Not used <u>in Michigan</u> <del>at this time</del> )
<b>F3— Letters to Vendors</b>	The system transfers to the Electronic Note Pad screen (PCHL9100). This screen allows the user to create letters to be sent to vendors. (Not used <u>in Michigan</u> <del>at this time</del> )
<b>F4— Letters to Agencies</b>	The system transfers to the Electronic Note Pad screen (PCHL9100). This screen allows the user to create letters to be sent to agencies. (Not used <u>in Michigan</u> <del>at this time</del> )
<b>F5— Miscellaneous Tables</b>	The system transfers to the Miscellaneous Table Maintenance screen (PCHL5750). This screen allows the user to update records in the miscellaneous table. This screen defines tabled elements used throughout the system which are not included in the other table maintenance programs.
<b>CL— Exit</b>	The system transfers to the previously viewed screen.

#### 4.1310 MATCHING RULES TABLE MAINTENANCE

[illegible]

### Screen Description

This screen is accessed from the Accounts Payable Table Maintenance menu (PCHL1300) when F1 is selected. This table maintenance screen defines matching rules for the purchase order/receiving report/invoice matching process. \*

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

\* See the ADPICS Technical Manual and/or the ADPICS Data Entry Guide for further information on the Matching Process.

## Available Function Keys

Function	Key	Action
Start	ESC	Starts the program
Stop	ESC	Stops the program
Next	→	Moves to the next item
Previous	←	Moves to the previous item
Search	/	Searches for a specific item
Filter	~	Filters the results
Sort	^	Sorts the results
Help	?	Displays the help menu
Quit	Q	Quits the program

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|------------------|---|
| <b>F1—Help</b>   | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.  |
| <b>F3—Delete</b> | The system deletes the match type record if the user has appropriate authority. If the match type record does not exist an error message is shown and processing stops.   |
| <b>F5—Next</b>   | The system retrieves the next match type record, based on the match type displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first match type record. |

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<b>F9— Link</b>	The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
<b>F10— Save</b>	The system saves the match type record, based on the match type displayed. If the record already exists, it is replaced.
<b>ENTER— Inquire</b>	The system retrieves the record, based on the match type entered. If the match type currently displayed does not exist, an error message is displayed and processing stops.
<b>CL— Exit</b>	The system transfers to the previously viewed screen.

### Input Coding Instructions

Element	Description
Matching Type	Enter a two-character match type code, which will indicate if the document requires a two or three way match and also if the document has tolerances associated with it. This must exist in Miscellaneous Table 68 (PCHL5750). (Required)
Matching Type Title	Enter up to a 40-character match type title for the match type entered. (Required)
Matching Level	Enter a one-character matching level to indicate whether the match is to take place at the document level or the line level (D = Document Level Match; L = Line Level Match). (Required)
Auto-Generate Vouchers	Enter a ‘Y’ to have vouchers automatically generated by the system when the associated purchase order contains the match type, or an ‘N’ for no automatic voucher generation. (Required)
Receiving Report Required	Enter a ‘Y’ to require a receiving report for the matching process when the associated purchase order contains the match type, or an ‘N’ to not require a receiving report. (Required)
Invoice Required	Enter a ‘Y’ to require an invoice for the matching process when the associated purchase order contains the match type or an ‘N’ to not require an invoice. (Required)
Tolerance	Each of the defined match types may be set with or without tolerances for the difference between the document dollar amounts. Tolerances are set,

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based on the following: Not to exceed a specific percent and specific dollar amount, or to pay if under a specific dollar amount. (Required)

- (1) Enter a percent tolerance
- (2) Enter a dollar amount upper limit
- (3) Enter a "Pay If Under" dollar amount

**4.1620 TRAVELER MASTER TABLE**

PCHL1620 V4.1		ADVANCED PURCHASING/INVENTORY		10/29/1997 12:00 PM		
LINK TO:		TRAVELER MASTER TABLE				
VENDOR ID	: 3123456789	P01	JANE DOE			
DEPARTMENT	: 47210000	CORRECTIONS PROCUREMENT				
FROM LOCATION	: HOU	HOUGHTON				
WORKSTATION	: CENT OFFIC	PHONE	: 517 335-4567	SEASONAL	: N ACTIVE: Y	
PER DIEM IND	: Y	OVERRIDE IND	: N	CREDIT CARD IND	: Y UNION : 111	
DESCRIPTION						
DAYS TO MOVE	: HOUSE HUNTING	: 1	2	3	BLANKET OUT OF STATE : Y	
RESTRICTIONS	ASSIGNED DATE :					
TEMP WRKSTATN	:	DEDUCT	:	AUDIT DATE :		
DAYS AT TWS	:	DLY MILEAGE EST:	:	TRAVEL TYPE :		
START DATE	: 10/01/1997	EXPIRATION DATE : 09/30/1998				
AGY	AY	INDEX	PCA	AOBJ	GRANT PH PROJ PH AG1 AG2 AG3 PERCENT	
472	95	12345				75.00
472	95	98765				25.00
F1-HELP F2-SELECT F3-DELETE F5-NEXT						
F9-LINK F10-SAVE						

**Screen Description**

This screen is accessed from the Travel menu (PCHL1601) when F1 is selected. This table maintenance screen allows the user to enter detailed travel information for each traveler such as a Per Diem Indicator and Override Indicator. This screen allows the user to enter up to five lines of individual accounting information for each traveler. The accounting information will then default on the Travel Voucher Detail Entry screen (PCHL1910) during travel voucher processing. This screen also allows users to view and/or maintain traveler information.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

**Available Function Keys**

Function Key	Action
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<b>F1—Help</b>	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
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<b>F2—Select</b>	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the
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selection. If the cursor is positioned in the vendor field, the system transfers to the Vendor Name Inquiry screen (PCHL1200). This screen allows the user to select and return a vendor ID and associated vendor name to the document.

**F3—Delete**

The system deletes the document record if the user has appropriate authority. If the document record does not exist, or the document is posted, an error message is shown and processing stops.

In addition, the user may delete an accounting line by positioning the cursor on the accounting suffix line to be deleted, and selecting F3.

**F5—Next**

The system retrieves the next traveler record, based on the vendor ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first traveler record. If the next traveler is a confidential vendor (Vendor Type '8' or '9'), a message is shown and processing stops.

**F9—Link**

The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

**F10—Save**

The system saves the traveler record, based on the vendor ID displayed. If the record already exists, it is replaced.

**ENTER—  
Inquire**

The system retrieves the record, based on the vendor ID entered. If the vendor ID currently displayed does not exist, an error message is displayed and processing stops.

**CL—Exit**

The system transfers to the previously viewed screen.



**Input Coding Instructions**

<b>Element</b>	<b>Description</b>
Vendor ID	Enter the traveler's Vendor ID (number '3' then the traveler's Social Security Number). The traveler's Vendor ID must exist on the Vendor Table <a href="#">Inquiry</a> screen (PCHL5200). (Required)
Mail Code	Enter the three-digit vendor mail code. This must exist in the <a href="#">Vendor Address Summary Inquiry</a> screen (PCHL5220). The mail code will be used to default the traveler's address during travel authorization/advance and travel voucher processing. (Required)
Vendor Name	The system retrieves up to a 40-character traveler name from the Vendor Table <a href="#">Inquiry</a> screen (PCHL5200), based on the Vendor ID entered.
Department	Enter up to an eight-character department ID. This must exist in the Department Table (PCHL5970). (Required)
Department Name	The system retrieves up to a 40-character department name from the Department Table (PCHL5970), based on the department ID entered.
From Location	Enter a three-character location code. The location code must exist in the Travel Location Table (PCHL1640). This field contains the location code associated with the employee's primary work site (e.g., LAN - Lansing). (Optional)
From Location Description	The system retrieves the from location description, based on the from location code entered.
Workstation	Enter a ten-character permanent workstation for the traveler. (Optional)
Phone	Enter a three digit area code and seven-digit work phone number for the traveler ID entered. (Required)
Seasonal	Enter 'Y' (Yes) or 'N' (No) to indicate whether or not the traveler is a seasonal State employee. This field will default to 'N.' (Required)
Active	Enter 'Y' (Yes) or 'N' (No) to indicate whether or not the traveler is active. This field is used to inactivate travelers. (Required)

Per Diem Ind	Enter 'Y' (Yes) or 'N' (No) to indicate whether an employee is eligible for per-diem travel reimbursement. (Required)
Override Ind	Enter 'Y' (Yes) or 'N' (No) to indicate whether the travel rates and mileage allowances input on the travel voucher can be overridden for the traveler. (Required)
Credit Card Ind	Enter 'Y' (Yes) or 'N' (No) to indicate whether or not the traveler has a State issued credit card. The system defaults to 'N.' (Required)
Union	Enter a three-digit code identifying the union of membership, if the traveler is subject to travel regulations prescribed by a union contract or collective bargaining agreement. (Optional)
Description	Enter up to a 40-character traveler description, further describing the traveler's information. (Optional)
Days to Move	Enter up to a three-digit number of grace period days (usually in 60 day increments, as allowed by Civil Service) for the traveler to move. (Optional)
House Hunting	Enter an 'X' for up to three house hunting trips allowed when a traveler is scheduled to move. (Optional)
Blanket Out of State	Enter 'Y' (Yes) or 'N' (No) to indicate whether or not the traveler has standing approval for out-of-state travel. This field defaults to 'N.' (Required)
Restrictions	Enter up to a 30-character travel restriction description. (Optional)
Assigned Date	Enter up to an eight-digit date when the traveler's temporary workstation assignment begins. (Optional)
Temp Wrkstatn	Enter a ten-character temporary workstation for the traveler, if there is one. (Optional)
Deduct	Enter a two-digit daily mileage deduction to be subtracted from the temporary daily mileage when the traveler meets the maximum temporary workstation travel days (e.g., deduct 10 miles, deduct 20 miles). (Optional)

Audit Date	Enter up to an eight-digit audit date of the traveler's travel information (e.g., date the traveler will meet the maximum temporary workstation travel days). (Optional)
Days at TWS	Enter up to a three-digit number of days at the temporary workstation (Optional)
Dly Mileage Est	Enter up to a three-digit number of daily miles established for the temporary workstation. (Optional)
Travel Type	Enter a one-character travel type indicator. Travel types are 'O' for Office, '1' for Schedule 1, and '2' for Schedule 2. (Optional)
Start Date	Enter up to an eight-digit date when the traveler record becomes effective. (Optional)
Expiration Date	Enter up to an eight-digit date when the traveler record expires. (Optional)
Accounting Information	These fields represent the accounting line(s) to which the traveler's travel charges are applied. The accounting information and format displayed on each screen is dependent upon the financial accounting software integrated with ADPICS. Field descriptions of the implementation of ADPICS with R★STARS are contained in Section 1.0001. (Optional)

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## 4.1630 TRAVEL RATE TABLE

PCHL1630 V4.1	ADVANCED PURCHASING/INVENTORY	10/28/1997	4:00 PM
LINK TO:	TRAVEL RATE TABLE		
DEPARTMENT	: *****	CENTRAL DEPARTMENT	
RATE CODE	: AIRI		
RATE DESC	: AIRFARE-IN STATE		
START DATE	: 10/01/1997	EXPIRATION DATE	: 09/30/1998
RATE AMOUNT	: 500.0000		
COMPTROLLER OBJECT	: 4925	AIRFARE-IN STATE-PTM	
FED ALLOWABLE RATE	:		
FED TAX CATEGORY	: 4	OTHER ALLOWANCE, NOT SUBJECT TO WITHHOLDING	
DEPART TIME	: 12 : 00 AM	RETURN TIME	: 11 : 59 PM
F1-HELP	F2-SELECT	F3-DELETE	F5-NEXT
	F9-LINK	F10-SAVE	

### Screen Description

This screen is accessed from the Travel menu (PCHL1601) when F2 is selected. This table maintenance screen allows the user to define valid travel rate codes, including per diem, destination mileage, hotel, and miscellaneous. This screen also allows users to view and/or maintain travel rate code information. The Travel Rate Table can be maintained at the Statewide (\*\*\*\*\*), Agency (472\*\*\*\*\*), and Department (472XXXXX) levels. Michigan maintains this table at the Statewide level only.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

### Available Function Keys

Function Key	Action
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<b>F1—Help</b>	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
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<b>F2—Select</b>	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection.
<b>F3—Delete</b>	The system deletes the table record if the user has appropriate authority. If the table record does not exist, an error message is shown and processing stops.
<b>F5—Next</b>	The system retrieves the next travel rate record, based on the department ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first record.
<b>F9—Link</b>	The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
<b>F10—Save</b>	The system saves the travel rate record, based on the department ID displayed. If the record already exists, it is replaced.
<b>ENTER— Inquire</b>	The system retrieves the record, based on the department ID and rate code entered. If the department ID or rate code currently displayed does not exist, an error message is displayed and processing stops.
<b>CL—Exit</b>	The system transfers to the previously viewed screen.

## **Input Coding Instructions**

<b>Element</b>	<b>Description</b>
Department	Enter up to an eight-character department ID. This must exist in the Department Table (PCHL5970), unless asterisks are used for Statewide or agency wide designations. Currently, rates are maintained only at the Statewide level. (Required)
Department Name	The system retrieves up to a 40-character department name from the Department Table (PCHL5970), based on the department ID entered.
Rate Code	Enter a four-character rate code. The rate code is used to identify all valid travel rates (e.g., BOIS, LGIS). (Required)

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Rate Desc	Enter up to a 40-character rate description. The rate description field is used to describe the travel rate code (e.g., BOIS – Breakfast in-state, LGIS - Lodging in-state). (Required)
Start Date	Enter up to an eight-digit date when the travel rate becomes effective. (Required)
Expiration Date	Enter up to an eight digit date when the travel rate expires. (Required)
Rate Amount	Enter up to a seven-digit rate amount. If the user wants anything other than '00' after the decimal, the user must enter the decimal and up to four digits following the decimal. The rate amount identifies the per unit dollar amount associated with a travel rate code. (Required)
Comptroller Object	Enter a four-digit Comptroller Object to be associated with the rate code. The Comptroller Object entered must exist in the R★STARS D10 Comptroller Object Profile. Comptroller Object is the lowest level in the object structure for statewide accounting purposes. (Required)
Comptroller Object Description	The system retrieves the comptroller object description, based on the comptroller object entered.
Fed Allowable Rate	Enter up to a seven-digit Federal allowable rate amount. If the user wants anything other than '00' after the decimal, the user must enter the decimal and up to four digits following the decimal. Required if Federal Tax Category 1 is entered. (Optional)
Fed Tax Category	Enter a one-digit Federal Tax category indicator code. This code indicates whether the reimbursement is subject to withholding for federal income, social security, and medicare taxes, and the method used to calculate withholding. This must exist in Miscellaneous Table 'TC' (PCHL5750). (Required)

## Valid values are:

- 1 = Mileage Allowance - Subject to Withholding on Amount Exceeding Rate. Used for mileage allowances paid to employees. Amounts in excess of the federal allowable rate will be subject to federal income and, if applicable, social security and medicare tax withholding.
- 2 = Mileage Allowance - Not Subject to Withholding. Used for mileage allowances paid to non-employees. Amounts are not

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subject to withholding. Currently non-employees are not being reimbursed through the Travel module.

- 3 = MIE Allowance - In State: Subject to Withholding on Amount Exceeding Federal Rate. Used for meal and incidental expense allowances paid to employees. Amounts in excess of the Federal MIE Rate will be subject to federal income and, if applicable, social security and medicare tax withholding.
- 4 = Other Allowance/Actual - Not Subject to Withholding. Used for allowances other than mileage, meals, and incidental expenses paid to employees and allowances other than mileage paid to non-employees. Also, used for actual expense reimbursements. Amounts are not subject to withholding.
- 5 = Non-qualified Reimbursement - Subject to Withholding on Entire Amount. Used for expense reimbursements that are not deductible business expenses (e.g., commuting expenses, meals without overnight stay, etc.). Entire amount is subject to federal income and, if applicable, social security and medicare tax withholding.
- 6 = MIE Allowance - Out of State: Subject to Withholding on Amount Exceeding Federal Rate. Used for meal and incidental expense allowances paid to employees when traveling out of state. Amounts in excess of the Federal MIE Rate will be subject to federal income and, if applicable, social security and medicare tax withholding.
- 7 = MIE Allowance - High Cost City: Subject to Withholding on Amount Exceeding Federal Rate. Used for meal and incidental expense allowances paid to employees when traveling in a high cost city. Amounts in excess of the Federal MIE Rate will be subject to federal income and, if applicable, social security and medicare tax withholding.
- 8 = MIE Allowance - Group Meeting: Subject to Withholding on Amount Exceeding Federal Rate. Used for meal and incidental expense allowances paid to employees when attending a group meeting. Amounts in excess of the Federal MIE Rate will be subject to federal income and, if applicable, social security and medicare tax withholding.

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Depart Time	Enter a four-digit departure time (HH:MM). This is the beginning of the time period during which the displayed travel rate is allowed. (Required)
Depart Time AM/PM	Enter AM or PM. (Required)
Return Time	Enter a four-digit return time (HH:MM). This is the end of the time period during which the displayed travel rate is allowed. (Required)
Return Time AM/PM	Enter AM or PM. (Required)



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## 4.1640 TRAVEL LOCATION TABLE

PCHL1640 V4.1	ADVANCED PURCHASING/INVENTORY	12/17/1997	11:11 AM
LINK TO:	TRAVEL LOCATION TABLE		
DEPARTMENT : ***** CENTRAL DEPARTMENT			
LOCATION CODE : GRB			
LOCATION DESC : GREENBUSH, MI			
FED MIE RATE : 30.00			
F1-HELP	F2-SELECT	F3-DELETE	F5-NEXT
		F9-LINK	F10-SAVE

### Screen Description

This screen is accessed from the Travel menu (PCHL1601) when F3 is selected. This table maintenance screen allows the user to define valid location codes that are used to identify “from” and “to” travel locations. This screen also allows users to view and/or maintain travel location code information. The Travel Location Table can be maintained at the Statewide (\*\*\*\*\*), Agency (472\*\*\*\*\*), and Department (472XXXXX) levels. Michigan maintains this table at the Statewide and Agency levels only.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

### Available Function Keys

Function Key	Action
<b>F1—Help</b>	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
<b>F2—Select</b>	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an ‘S’ in the selection

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indicator column and pressing the appropriate function key to retrieve the selection.

<b>F3—Delete</b>	The system deletes the table record if the user has appropriate authority. If the table record does not exist, an error message is shown and processing stops.
<b>F5—Next</b>	The system retrieves the next travel location record, based on the department ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first record.
<b>F9—Link</b>	The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
<b>F10—Save</b>	The system saves the location table record, based on the department ID entered. If the record already exists, it is replaced.
<b>ENTER— Inquire</b>	The system retrieves the record, based on the department ID and location code entered. If the department ID currently displayed does not exist, an error message is displayed and processing stops.
<b>CL—Exit</b>	The system transfers to the previously viewed screen.

## **Input Coding Instructions**

<b>Element</b>	<b>Description</b>
Department	Enter up to an eight-character department ID. This must exist in the Department Table (PCHL5970), unless asterisks are used for Statewide or agency wide designations. Currently, locations are maintained at an agency or Statewide level. (Required)
Department Name	The system retrieves up to a 40-character department name from the Department Table (PCHL5970), based on the department ID entered.
Location Code	Enter a three-character travel location code. The location code uniquely identifies a specific travel location (e.g., LAN, DET, CHI). (Required)
Location Desc	Enter up to a 40-character standard location description. The location description describes the travel location for each location code (e.g., Lansing, MI; Detroit, MI; Chicago, IL). (Required)

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Fed MIE Rate      Enter up to a seven-digit Federal meal and incidental expense (MIE) daily allowance rate for the entered location. If the user wants anything other than '00' after the decimal, the user must enter the decimal and up to four digits following the decimal. (Required)

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## 4.1645 TRAVEL POINT TO POINT MILEAGE TABLE

PCHL1645 V4.1	ADVANCED PURCHASING/INVENTORY	10/23/1998	09:19 AM
LINK TO:	TRAVEL POINT TO POINT MILEAGE TABLE		
DEPARTMENT	: *****	CENTRAL DEPARTMENT	
FROM LOCATION CODE	: GRB	GREENBUSH, MI	
TO LOCATION CODE	: AUB	AUBURN, MI	
TOTAL MILES	: 100.00		
PROXIMITY CODE	: 02	IN THE STATE OF MICHIGAN	
F1-HELP	F2-SELECT	F3-DELETE	F5-NEXT
		F9-LINK	F10-SAVE

### Screen Description

This screen is accessed from the Travel menu (PCHL1601) when F4 is selected. This table maintenance screen allows the user to define valid travel point to point mileage by identifying the total one-way miles between two locations. This screen also allows users to view and/or maintain travel point to point mileage information. In addition, for each “from” and “to” location pair, a two-character code will define the proximity of the travel (i.e., out of state, in state, out of country). The locations used in the Travel Point to Point Mileage Table must be consistent with the locations defined in the Travel Location Table (PCHL1640). The Travel Point to Point Mileage Table can be maintained at the Statewide (\*\*\*\*\*), Agency (472\*\*\*\*\*), and Department (472XXXXX) levels. Michigan maintains this table at the Statewide and Agency levels only.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

### Available Function Keys

Function Key	Action
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<b>F1—Help</b>	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
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<b>F2—Select</b>	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection.
<b>F3—Delete</b>	The system deletes the table record if the user has appropriate authority. If the table record does not exist, an error message is shown and processing stops.
<b>F5—Next</b>	The system retrieves the next travel point to point mileage record, based on the department ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first record.
<b>F9—Link</b>	The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
<b>F10—Save</b>	The system saves the travel point to point mileage record, based on the department ID entered. If the record already exists, it is replaced.
<b>ENTER— Inquire</b>	The system retrieves the record, based on the department ID, from location code, and to location code entered. If the department ID, from location code, or to location code currently displayed does not exist, an error message is displayed and processing stops.
<b>CL—Exit</b>	The system transfers to the previously viewed screen.

## **Input Coding Instructions**

<b>Element</b>	<b>Description</b>
Department	Enter up to an eight-character department ID. This must exist in the Department Table (PCHL5970), unless asterisks are used for Statewide or agency wide designations. Currently, Point to Point Mileage records are maintained at an agency or Statewide level. (Required)
Department Name	The system retrieves up to a 40-character department name from the Department Table (PCHL5970), based on the department ID entered.

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From Location Code	Enter a three-character location code. This must exist in the Travel Location Table (PCHL1640). The location code identifies a specific “from” travel location (e.g., LAN – Lansing, MI; DET – Detroit, MI; CHI – Chicago, Il). (Required)
From Location Description	The system retrieves the from location, based on the location code entered in the From Location Code field.
To Location Code	Enter a three-character location code. This must exist in the Travel Location Table (PCHL1640). The location code identifies a specific “to” travel location (e.g., LAN – Lansing, MI; DET – Detroit, MI; CHI –Chicago, Il). (Required)
To Location Description	The system retrieves the to location, based on the location code entered in the To Location Code field.
Total Miles	Enter the point-to-point mileage between the “from” and “to” locations. If anything other than whole miles is entered, the user must enter the decimal and up to two digits following the decimal. (Required)
Proximity Code	Enter a two-character proximity code identifying whether the travel is in state, out of state, or out of country. This must exist in Miscellaneous Table ‘PC’ (PCHL5750). (Required)
Proximity Code Description	The system retrieves the proximity code description, based on the proximity code entered.

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## 4.1650 TRAVEL PURPOSE TABLE

PCHL1650 V4.1	ADVANCED PURCHASING/INVENTORY	12/17/1997	11:20 AM
LINK TO:	TRAVEL PURPOSE TABLE		
DEPARTMENT	: *****	CENTRAL DEPARTMENT	
PURPOSE CODE	: VTS001		
PURPOSE DESC	: TRAINING/CONFERENCES/SEMINARS		
F1-HELP	F2-SELECT	F3-DELETE	F5-NEXT
		F9-LINK	F10-SAVE

### Screen Description

This screen is accessed from the Travel menu (PCHL1601) when F5 is selected. This table maintenance screen allows the user to define travel purpose codes, which describe the reason for travel (e.g., conference, bridge inspection, meeting). This screen also allows the user to view and/or maintain travel purpose code information. The Travel Purpose Table can be maintained at the Statewide (\*\*\*\*\*), Agency (472\*\*\*\*\*), and Department (472XXXXX) levels. Michigan maintains this table at the Statewide and Agency levels only.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

### Available Function Keys

Function Key	Action
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<b>F1—Help</b>	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
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<b>F2—Select</b>	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection.
<b>F3—Delete</b>	The system deletes the table record if the user has appropriate authority. If the table record does not exist, an error message is shown and processing stops.
<b>F5—Next</b>	The system retrieves the next travel purpose record, based on the department ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first record.
<b>F9—Link</b>	The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
<b>F10—Save</b>	The system saves the travel purpose record, based on the department ID entered. If the record already exists, it is replaced.
<b>ENTER— Inquire</b>	The system retrieves the record, based on the department ID and purpose code entered. If the department ID or purpose code currently displayed does not exist, an error message is displayed and processing stops.
<b>CL—Exit</b>	The system transfers to the previously viewed screen.

## **Input Coding Instructions**

<b>Element</b>	<b>Description</b>
Department	Enter up to an eight-character department ID. This must exist in the Department Table (PCHL5970), unless asterisks are used for Statewide or agency wide designations. Currently, Purpose Codes are maintained at a Statewide level. (Required)
Department Name	The system retrieves up to a 40-character department name from the Department Table (PCHL5970), based on the department ID entered.
Purpose Code	Enter a six-character travel purpose code. This code is used to identify the purpose of travel (e.g., VTS001). (Required)



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Purpose Desc	Enter up to a 50-character travel purpose description. The purpose description field is used to describe the reason for, or the objective of, the travel (e.g., conference, meeting, seminar). (Required)
--------------	---

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## 4.2115 DOCUMENT ACTIVITY TRACKING

PCHL2115 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994 12:00 PM
LINK TO:	DOCUMENT ACTIVITY TRACKING	
DOCUMENT ID: RQ00050	PENS, BLACK BALL POINT	
S	DATE	ACTIVITY COMMENT
	08/05/1993	A DOCUMENT SENT FOR APPROVAL
S	08/20/1993	B DOCUMENT RECHECK FOR ACCURACY
F1-HELP F2-SELECT F3-DELETE F5-NEXT		
F8-NEXT PG F9-LINK F10-SAVE		

### Screen Description

This screen is accessed from the Secondary Purchase Order Maintenance menu (PCHL2402) when F1 is selected. This table maintenance screen allows the user to indicate specific dates and activities for the document indicated in the document ID field.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

### Available Function Keys

Function Key	Action
--------------	--------

- |                  |   |
|------------------|---|
| <b>F1—Help</b>   | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.  |
| <b>F2—Select</b> | The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. |
| <b>F3—Delete</b> | The system deletes the entire document activity tracking record being viewed, if the user has appropriate authority. The system will delete the individual activity record when a record is marked with an 'S' in the selection indicator column.   |

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<b>F5—Next</b>	The system retrieves the next document activity tracking record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.
<b>F8—Next Pg</b>	The next page of document activities is retrieved and displayed, based on the document ID and last activity displayed. If the last activity is already displayed, an error message is shown.
<b>F9—Link</b>	The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
<b>F10—Save</b>	The system saves the document activity tracking record, based on the document ID. If the record already exists, it is replaced.
<b>ENTER— Inquire</b>	The system retrieves the document activity tracking record, based on the document ID displayed on the screen. If the document ID currently displayed does not exist, or no document lines are found, an error message is displayed and processing stops.
<b>CL—Exit</b>	The system transfers to the previously viewed screen.

**Input Coding Instructions**

<b>Element</b>	<b>Description</b>
Document ID	Enter up to a 12-character document ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required)
Document Title	The system retrieves the document title, if entered on the document.
Selection Ind	Enter an ‘S’ in this field to select an activity. When F3 is selected, the system deletes the selected activity. (Optional)
Activity Date	Enter up to a eight-digit valid date of the activity. (Required)
Activity Code	Enter the activity code. This code must exist in Miscellaneous Table 90 (PCHL5750). (Required)
Activity Comment	Enter up to a 50-character comment to reference the activity of the document. (Optional)

## 4.2116 DOCUMENT REMINDER TABLE MAINTENANCE

```
PCHL2116 V4.1                ADVANCED PURCHASING/INVENTORY        08/15/1994  12:00 PM
LINK TO:                      DOCUMENT REMINDER TABLE MAINTENANCE

USER ID: @HARTS23  SALLY HART

S DOC ID      DATE      COMMENT
RQ000500      08/16/1993  PENS, BLACK TO BE DELIVERED IN 9/93

F1-HELP      F2-SELECT      F3-DELETE      F5-NEXT
F8-NEXT PGF9-LINK      F10-SAVE
```

## Screen Description

This screen is accessed from the Procurement Transactions menu (PCHL2000) when F10 is selected. This table maintenance screen provides the capability to indicate a specific user by ID and input document IDs and dates. From this screen the user can also enter comments associated with each specific document to remind the buyer of issues regarding a document.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

## Available Function Keys

Function Key	Action
<b>F1—Help</b>	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
<b>F2—Select</b>	The system transfers to the specific document detail screen for the record marked with an 'S' in the selection indicator column. This screen allows the user to view the selected document.
<b>F3—Delete</b>	The system deletes the entire document reminder record being viewed, if the user has appropriate authority. The system will delete the individual document reminder record when a document is marked with an 'S' in the selection indicator column.
<b>F5—Next</b>	The system retrieves the next document reminder record, based on the user

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ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document reminder record.

**F8—Next Pg** The next page of documents is retrieved and displayed, based on the user ID and last document ID displayed. If the last document ID is already displayed, an error message is shown.

**F9—Link** The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

**F10—Save** The system saves the document reminder record, based on the user ID. If the record already exists, it is replaced.

**ENTER—Inquire** The system retrieves the document reminder, based on the user ID displayed on the screen. If the user ID currently displayed does not exist, or no documents are found, an error message is displayed and processing stops.

**CL—Exit** The system transfers to the previously viewed screen.

### Input Coding Instructions

Element	Description
---------	-------------

User ID	Enter up to an eight-character user ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific user record displayed, the user ID is retrieved. This must exist in the Primary User Security Table (PCHL7600). (Required)
---------	--

User Name	The system retrieves the user’s name, based on the user ID entered.
-----------	---

Selection Ind	Enter an ‘S’ in this field to select a document. When F3 is selected, the system deletes the selected document. (Optional)
---------------	--

Document ID	Enter up to a 12-character document ID. This ID must exist in the appropriate document table. (Required)
-------------	--

Reminder Date	Enter up to an eight-digit valid reminder date. (Required)
---------------	--

Reminder Comment	Enter up to a 50-character reminder comment to reference the document for that user. (Optional)
------------------	---

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**4.5000 TABLE MAINTENANCE MENU**

PCHL5000 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994	12:00 PM
LINK TO:	TABLE MAINTENANCE MENU		
COPYRIGHT 1993 KPMG PEAT MARWICK			
USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:			
(1)	- COMMODITY TABLE MAINTENANCE		
(2)	- OTHER ADDRESS TABLE MAINTENANCE		
(3)	- DOCUMENT NUMBERING TABLE		
(4)	- DEPARTMENT TABLE MAINTENANCE		
(5)	- SPECIFICATIONS/TERMS TABLE MAINTENANCE		
(6)	- HELP MAINTENANCE		
(7)	- BUYER CODE TABLE MAINTENANCE		
(8)	- INTERFACE TYPE TABLE MAINTENANCE		
(10)	- CROSS-REFERENCE MENU		
(11)	- SECONDARY TABLE MAINTENANCE MENU		
(12)	- MISCELLANEOUS TABLES		
(CL)	- EXIT		

**Screen Description**

This menu is accessed from the Main menu (PCHL0000) when F5 is selected. This table maintenance menu displays all the selections the user is authorized to access by checking the Security Record. This screen allows the following eleven selections:

- Commodity Table Maintenance
- Other Address Table Maintenance
- Document Numbering Table
- Department Table Maintenance
- Specifications/Terms Table Maintenance
- Help Maintenance
- Buyer Code Table Maintenance
- Interface Type Table Maintenance
- Cross Reference Menu
- Secondary Table Maintenance Menu
- Miscellaneous Tables

Other system maintenance functions can be accessed from the Secondary Table Maintenance menu (PCHL5005).

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For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The menu selections are built based on the Program Security record for the current user log-in.

## Available Function Keys

Function Key	Action
<b>F1—Commodity Table Maintenance</b>	The system transfers to the Commodity Table Maintenance screen (PCHL5100). This screen allows the user to maintain and/or view specific commodity information.
<b>F2—Other Address Table Maintenance</b>	The system transfers to the Other Address Table Maintenance screen (PCHL5250). This screen allows the user to maintain and/or view other address records for the State's shipping and billing addresses.
<b>F3—Document Numbering Table</b>	The system transfers to the Document Numbering Table screen (PCHL5975). This screen allows the user to maintain and/or view document numbering schemes.
<b>F4—Department Table Maintenance</b>	The system transfers to the Department Table Maintenance screen (PCHL5970). This screen allows the user to maintain and/or view department information.
<b>F5—Specifications /Terms Table Maintenance</b>	The system transfers to the Specifications/Terms Table Maintenance screen (PCHL5500). This screen allows the user to maintain and/or view specifications and terms which can be referenced using the assigned specification/terms ID
<b>F6—Help Maintenance</b>	The system transfers to the Help Maintenance screen (PCHL5850). This screen allows the user to maintain and/or view help messages for each screen.
<b>F7—Buyer Code Table Maintenance</b>	The system transfers to the Buyer Code Table Maintenance screen (PCHL5700). This screen allows the user to maintain and/or view the buyers for each department/agency.
<b>F8—Interface Type Table Maintenance</b>	The system transfers to the Interface Type Table Maintenance screen (PCHL5650). This screen allows the user maintain and/or view which transactions will be generated by different ADPICS interface transactions, and which users will be able to initiate these transactions.

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<b>F10—Cross Reference Menu</b>	The system transfers to the Cross Reference menu (PCHL5400). This menu allows the user to access the cross-reference table maintenance screens.
<b>F11—Secondary Table Maintenance Menu</b>	The system transfers to the Secondary Table Maintenance menu (PCHL5005). This menu allows the user to access the secondary table maintenance screens:
<b>F12— Miscellaneous Tables</b>	The system transfers to the Miscellaneous Tables screen (PCHL5750). This screen allows the users maintain and/or view table elements used throughout the system which are not included in the other table maintenance programs.
<b>CL—Exit</b>	The system transfers to the previously viewed screen.



**4.5001 VENDOR MAINTENANCE/INQUIRY MENU**

```

PCHL5001 V4.1          ADVANCED PURCHASING/INVENTORY    06/27/1996    11:31 AM
LINK TO:              VENDOR MAINTENANCE/INQUIRY MENU

                        COPYRIGHT 1993 KPMG PEAT MARWICK

                        USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

(1) - VENDOR TABLE MAINTENANCE
(2) - PAYABLE MAIL CODE TABLE MAINTENANCE
(3) - BIDDER VENDOR/MAIL CODE TABLE MAINTENANCE
(4) - BIDDER MAIL CODE TABLE MAINTENANCE
(5) - VENDOR CLASSIFICATION CODE MAINTENANCE
(6) - VENDOR STATUS CODE TABLE MAINTENANCE
(7) - VENDOR CLASS/STATUS CODE TABLE MAINTENANCE
(8) - VENDOR ADDRESS SUMMARY INQUIRY
(9) - VENDOR PERFORMANCE/INQUIRY MENU
(10) - VENDOR NAME INQUIRY
(11) - COMMODITY BY VENDOR
(12) - VENDOR BY COMMODITY
(CL) - EXIT

```

```

PCHL5001 V4.1          ADVANCED PURCHASING/INVENTORY    07/27/2000    8:41 AM
LINK TO:              VENDOR MAINTENANCE/INQUIRY MENU

                        COPYRIGHT 1993 KPMG PEAT MARWICK

                        USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

(1) - VENDOR TABLE INQUIRY
(2) - PAYABLE MAIL CODE INQUIRY
(3) - BIDDER VENDOR/MAIL CODE INQUIRY
(4) - BIDDER MAIL CODE INQUIRY
(5) - VENDOR CLASSIFICATION CODE TABLE MAINTENANCE
(6) - VENDOR STATUS CODE TABLE MAINTENANCE
(7) - VENDOR CLASS/STATUS CODE INQUIRY
(8) - VENDOR ADDRESS SUMMARY INQUIRY
(9) - VENDOR PERFORMANCE/INQUIRY MENU
(10) - VENDOR NAME INQUIRY
(11) - COMMODITY BY VENDOR
(12) - VENDOR BY COMMODITY
(CL) - EXIT

```

**Screen Description**

This menu is accessed from the Main menu (PCHL0000) when F12 is selected. This table maintenance menu displays all the selections the user is authorized to access by checking the Security Record. This menu allows the following twelve selections:

- Vendor ~~Table~~ Table Maintenance Inquiry
- Payable Mail Code ~~Table~~ Maintenance Inquiry
- Bidder Vendor/Mail Code ~~Table~~ Maintenance Inquiry
- Bidder Mail Code ~~Table~~ Maintenance Inquiry
- Vendor Classification Code Table Maintenance
- Vendor Status Code Table Maintenance
- Vendor Class/Status Code ~~Table~~ Maintenance Inquiry
- Vendor Address Summary Inquiry
- Vendor Performance/Inquiry Menu
- Vendor Name Inquiry
- Commodity by Vendor
- Vendor by Commodity

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The menu selections are built based on the Program Security record for the current user log-in.

## Available Function Keys

Function Key	Action
<b>F1—Vendor</b> <del>Table</del> <u>Table Maintenance Inquiry</u>	The system transfers to the Vendor <del>Table</del> <u>Table Maintenance Inquiry screen</u> (PCHL5200). This screen allows the user to <del>maintain and/or</del> view vendor information.
<b>F2—Payable Mail Code</b> <del>Table</del> <u>Maintenance Inquiry</u>	The system transfers to the Payable Vendor/Mail Code <del>Table</del> <u>Maintenance Inquiry screen</u> (PCHL5150). This screen allows the user to <del>maintain and/or</del> view vendor payable mail code information.
<b>F3—Bidder Vendor/Mail Code</b> <del>Table</del> <u>Maintenance Inquiry</u>	The system transfers to the Bidder Vendor/Mail Code <del>Table</del> <u>Maintenance Inquiry screen</u> (PCHL5201). This screen allows the user to <del>maintain and/or</del> view bidder vendor/mail code information.
<b>F4—Bidder Mail Code</b> <del>Table</del> <u>Maintenance Inquiry</u>	The system transfers to the Bidder Mail Code <del>Table</del> <u>Maintenance Inquiry screen</u> (PCHL5151). This screen allows the user to <del>maintain and/or</del> view bidder mail code information.
<b>F5—Vendor</b>	The system transfers to the Vendor Classification Code Table

<b>Classification Code Table Maintenance</b>	Maintenance <a href="#">screen</a> (PCHL5810). This screen allows the user to maintain and/or view vendor classification codes.
<b>F6—Vendor Status Code Table Maintenance</b>	The system transfers to the Vendor Status Code Table Maintenance <a href="#">screen</a> (PCHL5800). This screen allows the user to maintain and/or view vendor status codes.
<b>F7—Vendor Class/Status Code Table Maintenance Inquiry</b>	The system transfers to the Vendor Class/Status Code <del>Table Maintenance</del> <a href="#">Inquiry screen</a> (PCHL5210). This screen allows the user to <del>maintain and/or</del> view vendor classification and status code combinations.
<b>F8—Vendor Address Summary Inquiry</b>	The system transfers to the Vendor Address Summary Inquiry <a href="#">screen</a> (PCHL5220). This screen allows the user to <del>maintain and/or</del> view a summary of a vendor's addresses.
<b>F9—Vendor Performance/ Inquiry Menu</b>	The system transfers to the Vendor Performance/Inquiry menu (PCHL5002). This menu allows the user to access vendor performance screens.
<b>F10—Vendor Name Inquiry</b>	The system transfers to the Vendor Name Inquiry <a href="#">screen</a> (PCHL1200). This screen allows the user to perform vendor name inquiries.
<b>F11—Commodity By Vendor</b>	The system transfers to the Commodity by Vendor <a href="#">screen</a> (PCHL5410). This screen allows the user to <del>maintain and/or</del> view commodities supplied by a given vendor.
<b>F12—Vendor By Commodity</b>	The system transfers to the Vendor by Commodity <a href="#">screen</a> (PCHL5420). This screen allows the user to <del>maintain and/or</del> view vendors that supply a given commodity.
<b>CL—Exit</b>	The system transfers to the previously viewed screen.

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## 4.5002 VENDOR PERFORMANCE/INQUIRY MENU

PCHL5002 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994	12:00 PM
LINK TO:	VENDOR PERFORMANCE/INQUIRY MENU		
COPYRIGHT 1993 KPMG PEAT MARWICK			
USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:			
(1)	- VENDOR PERFORMANCE		
(2)	- VENDOR PERFORMANCE DISPOSITION		
(3)	- VENDOR PERFORMANCE INQUIRY		
(CL) - EXIT			

### Screen Description

This menu is accessed from the Vendor Maintenance/Inquiry menu (PCHL5001) when F9 is selected. This menu displays all the selections the user is authorized to access by checking the user's Security Record. This menu allows the following three selections:

- Vendor Performance
- Vendor Performance Disposition
- Vendor Performance Inquiry

For start up processing, the current date and time are retrieved and moved to the appropriate screen fields. The menu selections are built based on the Program Security record for the current user log-in.

### Available Function Keys

Function Key	Action
<b>F1—Vendor Performance</b>	The system transfers to the Vendor Performance screen (PCHL5260). This screen allows the user to enter and maintain performance related issues for a vendor.
<b>F2—Vendor</b>	The system transfers to the Vendor Performance Disposition screen

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<b>Performance Disposition</b>	(PCHL5270). This screen allows the user to assign a user maintained disposition code to an existing vendor performance document.
<b>F3—Vendor Performance Inquiry</b>	The system transfers to the Vendor Performance Inquiry screen (PCHL5280). This screen allows the user to view all performance issues entered for a given vendor.
<b>CL—Exit</b>	The system transfers to the previously viewed screen.

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## 4.5005 SECONDARY TABLE MAINTENANCE MENU

PCHL5005 V4.1 LINK TO:	ADVANCED PURCHASING/INVENTORY SECONDARY TABLE MAINTENANCE MENU	08/15/1994	12:00 PM
COPYRIGHT 1993 KPMG PEAT MARWICK			
USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:			
(1) - TAX RATE TABLE MAINTENANCE			
(2) - COUNTRY CODE TABLE MAINTENANCE			
(CL) - EXIT			

### Screen Description

This menu is accessed from the Table Maintenance menu (PCHL5000) when F11 is selected. This table maintenance menu displays all the selections the user is authorized to access by checking the user's Security Record. This menu allows the following two selections:

- Tax Rate Table Maintenance (**Not used in Michigan**)
- Country Code Table Maintenance

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The menu selections are built based on the Program Security record for the current user log-in.

### Available Function Keys

Function Key	Action
<b>F1—Tax Rate Table Maintenance</b>	The system transfers to the Tax Rate Table Maintenance screen (PCHL5775). This screen allows the user to maintain and/or view the Tax Rate Table. This screen defines tax rates for State and local tax. ( <b>Not used in Michigan</b> )
<b>F2—Country Code Table Maintenance</b>	The system transfers to the Country Code Table Maintenance screen (PCHL5875). This screen allows the user to define, maintain, and/or view country codes.
<b>CL—Exit</b>	The system transfers to the previously viewed screen.

**4.5100 COMMODITY TABLE MAINTENANCE**

PCHL5100 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994	12:00 PM
LINK TO:	COMMODITY TABLE MAINTENANCE		
COMMODITY: 100-01-30-011      PENS, BALL POINT, RED			
BLOCK >			<
001 >			<
OF >			<
001 >			<
>			<
>			<
>			<
FUNCT >			<
>			<
>			<
COMMODITY TYPE:			
STORAGE TYPE :	LAST UNIT COST: 1.00	BUYER :	SUSPEND:
INSPECT TYPE :	QTY ON ORDER : 2,000	TAX :	DELETE:
PURCHASE U/M : DZ	LAST REC DATE : 04/04/94	LEAD TIME : 999	NOTES:
CONSUMABLE IND:	LAST ORD DATE : 03/09/94	SUBJECT :	INVEN:
F1-HELP	F2-SELECT	F3-DELETE	F4-BLOCK
F5-NEXT	F6-VIEW VENDR	F7-ALT NAMES	F8-VIEW DETL
F9-LINK	F10-SAVE	F11-SEL SPEC	F12-VIEW WHSE

**Screen Description**

This screen is accessed from the Table Maintenance menu (PCHL5000) when F1 is selected. This table maintenance screen allows the user to establish, maintain, and/or view commodity data. With proper security the user can add, change, delete, or display a particular item, based on the Commodity ID displayed on the screen. The user can transfer to additional screens for additional commodity information.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields. All other fields are initialized to spaces.

**Available Function Keys****Function Key      Action**

**F1—Help**      The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

**F2—Select**      The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection.

**F3—Delete**      The system marks the commodity record for deletion. By changing the

delete indicator to 'Y,' if the user has appropriate authority. If the delete indicator is already set to 'Y' for the given record, it changes to 'N.' If the record does not exist an error message is shown and processing stops.

**F4—Block**

One of six functions will be implemented depending on the value entered in the block function field

The user may enter ISRT, DLET, DUP, NXPG, PRPG, or a specification ID to copy:

- 'ISRT' to insert a blank block after the current block
- 'DLET' to delete the current block
- 'DUP' to duplicate the current block
- 'NXPG' the system presents the next block of specification text
- 'PRPG' the system presents the previous block of specification text
- 'SPEC ID' the specification is copied into the text area after the current block

**F5—Next**

The system retrieves the next commodity record, based on the commodity ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first commodity record.

**F6—View  
Vendr**

The system transfers to the Vendor by Commodity [Table Maintenance](#) screen (PCHL5420). The screen allows the user to view and/or maintain vendors that supply a specific commodity.

**F7—Alt Names**

The system transfers to the Commodity Alternate Name Inquiry [screen](#) (PCHL5105). This screen allows the user to view and/or maintain alternate names for commodity codes.

**F8—View Detl**

The system transfers to the Commodity Detail Inquiry screen (PCHL1130). This screen displays all the commodities on file, by commodity ID.

**F9—Link**

The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

**F10—Save**

The system saves the commodity record, based on the commodity ID. If the record already exists, it is replaced.

**F11—Sel Spec**

The system transfers to the Specifications by Commodity Table



(PCHL5450). This screen displays the specifications cross-referenced to a given commodity.

**F12—View  
Whse**

The system transfers to the Warehouse by Commodity Table (PCHL5440). This screen displays all of the warehouses that are stocking the commodity displayed. (Not used in Michigan at this time)

**ENTER—  
Inquire**

The system retrieves the commodity record, based on the commodity ID entered. If the commodity ID currently displayed does not exist, an error message is displayed and processing stops.

**CL—Exit**

The system transfers to the previously viewed screen.

## Input Coding Instructions

Element	Description
Commodity ID	Enter up to a 11-character commodity ID to create a new record, or to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific commodity record displayed, the commodity ID is retrieved. (Required)
Commodity Name	Enter up to a 48-character commodity name when creating a new record. The commodity name is system retrieved, based on the commodity ID entered, when inquiring. (Required)
Text Block	Enter up 10 lines of 70-characters each to describe the commodity. The first 50 characters entered on the first line will be displayed on the Commodity Table Inquiry screen (PCHL1100). When inquiring, the system retrieves first text block. (Optional)
Block Number Indicator	Enter up to a three-digit block number to inquire on a specific text block. When inquiring, the system retrieves the block number being viewed, along with the total number of text blocks associated with the commodity record. (Optional)
Block Function	Enter ISRT, DLET, DUP, NXPG, PRPG, or a specification ID to copy: (Optional)

- 'ISRT' to insert a blank block after the current block
- 'DLET' to delete the current block

- 'DUP' to duplicate the current block
- 'NXPG' the system presents the next block of specification text
- 'PRPG' the system presents the previous block of specification text
- 'SPEC ID' the specification is copied into the text area after the current block

Commodity Type	Enter a one-character commodity type. This must exist in Miscellaneous Table 50 (PCHL5750). (Required)
Storage Type	Enter a two-character storage type. This must exist in Miscellaneous Table 52 (PCHL5750). (Optional)
Last Unit Cost	The system retrieves the last unit cost. The user may overwrite this by entering up to a 15-digit unit cost. (Optional)
Buyer	Enter the four-character Buyer code. This must exist in the Buyer Code Table (PCHL5700). (Optional)
Suspend	Enter a 'Y' or an 'N' to indicate if commodity is suspended from being ordered. (Required)
Inspect Type	Enter the two-character inspection type. This must exist in Miscellaneous Table 53 (PCHL5750). (Optional)
Qty On Order	Enter up to an 11-digit quantity on order. (Optional)
Tax	Enter the one-character goods and services tax - ENI and the one-character goods and services tax - IND. (Optional) <b>(Not used in Michigan)</b>
Delete	The system retrieves the deletion indicator. A 'Y' indicates that the commodity has been marked for deletion, and an 'N' indicates that the commodity has not been marked for deletion. Defaults to 'N.'
Purchase U/M	Enter up to a three-digit unit of measure (order size). This code must exist in Miscellaneous Table 59 (PCHL5750). (Required)
Last Rec Date	The system retrieves the date this commodity was last received. (Optional)
Lead Time	Enter the estimated lead time required to obtain this commodity. (Optional)
Notes	The system displays 'N' if there are no notes associated with the record, or 'Y' if notes have been attached.

Consumable IND	Enter a 'Y' to indicate that the commodity is consumable, or an 'N' to indicate that it is not consumable. Defaults to 'N.' (Optional)
Last Ord Date	Enter the date that this commodity was last ordered. Once the commodity record has been established, the system automatically updates this field. (Optional)
Subobject	Enter the six-character subobject code associated with this commodity in the accounting system. (Optional) <b>(Not used in Michigan)</b>
Inven	Enter a 'Y' if this item is carried in inventory, or an 'N' if this item is not carried in inventory. Defaults to 'N.' (Optional)

# ADPICS

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### Table Maintenance

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## 4.5105 COMMODITY ALTERNATE NAME MAINTENANCE

PCHL5105 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994 12:00 PM
LINK TO:	COMMODITY ALTERNATE NAME MAINTENANCE	
COMMODITY ID: 100-01-50-0222 - LEGAL PADS - YELLOW		
S	ALTERNATE NAMES	
S	NOTEPADS	
	LETTER/LEGAL SIZE PADS	
	PAPER PADS	
	LAWYER PADS	
F1-HELP F3-DELETE F5-NEXT		
F8-NEXT PG F9-LINK F10-SAVE		

### Screen Description

This screen is accessed from the Commodity Table Maintenance screen (PCHL5100) when F7 is selected. This table maintenance screen allows the user to view and maintain alternate names for Commodity codes.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

### Available Function Keys

Function Key	Action
<b>F1—Help</b>	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
<b>F3—Delete</b>	The system deletes the selected commodity from the commodity alternate name record if the user has appropriate authority. If the record does not exist an error message is shown and processing stops.

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<b>F5—Next</b>	The system retrieves the next alternate name record, based on the commodity D displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.
<b>F8—Next Pg</b>	The next page of alternate names is retrieved and displayed, based on the commodity ID and last alternate name displayed. If the last alternate name is already displayed, an error message is shown.
<b>F9—Link</b>	The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
<b>F10—Save</b>	The system saves the alternate name record, based on the commodity ID. If the record already exists, it is replaced.
<b>ENTER— Inquire</b>	The system retrieves the alternate name record, based on the commodity ID displayed on the screen. If the commodity ID currently displayed does not exist, or no alternate names are found, an error message is displayed and processing stops.
<b>CL—Exit</b>	The system transfers to the previously viewed screen.

**Input Coding Instructions**

<b>Element</b>	<b>Description</b>
Commodity ID	Enter up to a 11-character commodity ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific commodity record displayed, the commodity ID is retrieved. This commodity must exist in the Commodity Table (PCHL5100). (Required)
Commodity Name	The system retrieves the commodity name, based on the commodity ID entered.
Select	Enter an ‘S’ to select this alternate name for deletion. (Optional)
Alternate Commodity Name	Enter up to a 50-character alternate commodity name. Up to 14 alternate names can be entered on one page. (Optional)

**4.5150 PAYABLE MAIL CODE TABLE MAINTENANCE**

PCHL5150 V4.1		ADVANCED PURCHASING/INVENTORY		08/15/1994 12:00 PM	
LINK TO:		PAYABLE MAIL CODE TABLE MAINTENANCE			
VENDOR ID : 1000200099 ACME SALES, INC.					
-----					
MAIL CD: 001					
ATTN 1:		PHONE: 301 663 2030 X220			
ATTN 2:		PURCHASING DEPARTMENT		FAX : 301 663 1000 X245	
ATTN 3:		LOWER LEVEL			
STREET:		1239 MAIN STREET			
CITY:		GAINSVILLE		ST: MD ZIP: 20908 190099 MAIL TYPES	
COUNTRY:		USA REGION: 001		COUNTY: MO BU BI RM PO	
CONTACT:		MR. JAMES DEVILLE		N N Y N	
ASSIGN TO: 2220000109 PAYMENTS RETRIEVAL, INC.					
PAY TYPE :		CH		ACCOUNT TYPE : CK 00000000001009000	
ROUTE NO :		ABA009923		DEPOSIT DATE : 08/14/1993 LOCKBOX: 000010047	
STRT DATE:		08/14/1993		ACCT HOLDER : FIRST NATIONAL BANK	
EXP DATE :		08/18/1993		LOCATOR NO. : 5902 673 098 SINGLE CHECK: Y	
F1-HELP F2-SELECT F3-DELETE F4-ALT NAMES F5-NEXT F6-COMMODITY					
F9-LINK F10-SAVE F11-ADDRESS F12-STATUS					

**Screen Description**

This screen is accessed from the Vendor Maintenance/Inquiry menu (PCHL5001) when F2 is selected. This table maintenance screen displays vendor mail code level information. New addresses for vendors may be added using this screen. This screen also contains all elements related to a vendor at the address level, including payable information. The Vendor Table Maintenance screen (PCHL5200), Bidder Vendor/Mail Code Table Maintenance screen (PCHL5201), and Bidder Mail Code Table Maintenance screen (PCHL5151) are variations of this screen but do not include all the above data elements.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

**Available Function Keys****4.5151 BIDDER MAIL CODE TABLE MAINTENANCE**

PCHL5151 V4.1		ADVANCED PURCHASING/INVENTORY		08/15/1994 12:00 PM	
LINK TO:		BIDDER MAIL CODE TABLE MAINTENANCE			
VENDOR ID: 1200000002 COMPUSE, INC.					
-----					
MAILCD: 002					
ATTN 1:		PHONE: 203 445 3423 x764			

```

ATTN 2: _____ FAX : 203 555 2332 x245
ATTN 3: OFFICE SERVICES, 6TH FLOOR
STREET : 3920 WASHINGTON BLVD.
CITY : HARTFORD ST: CT ZIP: 80098 3900 MAIL TYPES
COUNTRY : USA REGION: 001 COUNTY: SAX BU BI RM PO
CONTACT : MR. ARNOLD BECKER N N N Y

LOCATOR NO.: 200002200000
START DATE : 07/01/1993
EXP DATE : 06/30/1994

F1-HELP F2-SELECT F3-DELETE F4-ALT NAMES F5-NEXT F6-COMMODITY
F9-LINK F10-SAVE F11-ADDRESS F12-STATUS

```

## Screen Description

This screen is accessed from the Vendor Maintenance/Inquiry menu (PCHL5001) when F4 is selected. This table maintenance screen displays vendor mail code level information. New addresses for vendors may be added using this screen. This screen also contains all elements related to a vendor at the address level, except payable information. The Vendor Table Maintenance screen (PCHL5200), Bidder Vendor/Mail Code Table Maintenance screen (PCHL5201), and Payable Mail Code Table Maintenance screen (PCHL5150) are variations of this screen but do not include all the above data elements.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

## 4.5200 VENDOR TABLE MAINTENANCE

```

PCHL5200 V4.1 ADVANCED PURCHASING/INVENTORY 05/09/1997 12:00 PM
LINK TO: VENDOR TABLE MAINTENANCE

VENDOR ID.: 3200000000 COMPUSA, INC.
PROPRIETOR: _____ NAME CNT +
1099 IND: Y CREATED : ALT. NO.: BACKUP IND+
VEN TYPE: UPDATED : NOTE : N W9: Y STATE TAX +
DELETE : PARENT TIN: DUNN NO.: LOC NO+
MAIL CD: 002 -----
ATTN 1: _____ PHONE : 703 222 4599 X105
ATTN 2: _____ FAX : 703 224 3459 X212
ATTN 3+
STREET: 3243 ROSS CIRCLE MAIL TYPES
CITY: HERNDON ST: VA ZIP: 22071 4321 99 BU BI RM PO
COUNTRY: USA REGION: COUNTY: N N N Y
CONTACT+
ASSIGN TO: _____
PAY TYPE : ACCOUNT TYPE : NO+
ROUTE NO : DEPOSIT DATE : 01/12/1994
STRT DATE: 01/12/1993 ACCT HOLDER +
EXP DATE : 12/12/1995 SINGLE CHECK : LOCKBOX+
F1-HELP F2-SELECT F3-DELETE F4-ALT NAMES F5-NEXT VEN F6-COMMODITY

```

---

~~F8-NEXT ADDR F9-LINK F10-SAVE F11-ADDRESS F12-STATUS~~

---

## Screen Description

This screen is accessed from the Vendor Maintenance/Inquiry menu (PCHL5001) when F1 is selected. This table maintenance screen displays vendor header information and vendor mail code level information. New vendors and additional addresses for vendors may be added using this screen. This screen contains all elements related to a vendor, including payable information. The Bidder Vendor/Mail Code Table Maintenance screen (PCHL5201), Payable Mail Code Table Maintenance screen (PCHL5150), and Bidder Table Maintenance screen (PCHL5151) are variations of this screen but do not include all the above data elements.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

## 4.5210 VENDOR CLASS/STATUS CODE TABLE MAINTENANCE

---

~~PCHL5210 V4.1 ADVANCED PURCHASING/INVENTORY 08/15/1994 12:00 PM~~  
~~LINK TO: \_ \_ VENDOR CLASS/STATUS CODE TABLE MAINTENANCE~~

---

## 4.5230 VENDOR ALTERNATE NAME TABLE MAINTENANCE

---

~~PCHL5230 V4.1 ADVANCED PURCHASING/INVENTORY 08/15/1994 12:00 PM~~  
~~LINK TO: \_ VENDOR ALTERNATE NAME TABLE MAINTENANCE~~

---

~~VENDOR ID.: 1200000000 ACME'S SALES, INC~~

~~\_\_\_\_\_ S \_\_\_\_\_ ALTERNATE NAMES~~  
~~\_\_\_\_\_ GENERAL ELECTRIC~~  
~~\_\_\_\_\_ GENERAL ELECTRIC HOLDING COMPANY~~  
~~\_\_\_\_\_ G E~~  
~~\_\_\_\_\_ G.E.~~

---

~~F1-HELP F3-DELETE F5-NEXT~~  
~~F8-NEXT PG F9-LINK F10-SAVE~~

---



## Screen Description

This screen is accessed from the ~~Vendor Table Maintenance screen (PCHL5200)~~, ~~Payable Mail Code Table Maintenance screen (PCHL5150)~~, ~~Bidder Mail Code Table Maintenance screen (PCHL5151)~~, or ~~Bidder Vendor/Mail Code Table Maintenance screen (PCHL5201)~~, when F4 is selected. This table maintenance screen displays commonly used names for a vendor. Alternate names for a vendor can be added and/or maintained using this screen.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

## Available Function Keys

### 4.5250 OTHER ADDRESS TABLE MAINTENANCE

PCHL5250 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994	12:00 PM
LINK TO:	OTHER ADDRESS TABLE MAINTENANCE		
OTHER ADDRESS CODE: 10000			
ATTN 1 :			
ATTN 2 :			
ATTN 3 :			
STREET :			
CITY :			
ST: ZIP:			
COUNTRY: REGION: COUNTY:			
CONTACT :			
PHONE :			
EXT: EXT:			
FAX :			
EXT:			
F1-HELP	F3-DELETE	F9-LINK	F5-NEXT F10-SAVE

## Screen Description

This screen is accessed from the Table Maintenance menu (PCHL5000) when F2 is selected. This table maintenance screen allows the user to define other address records for State's shipping and billing addresses.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

**Available Function Keys**

<b>Function Key</b>	<b>Action</b>
<b>F1—Help</b>	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
<b>F3—Delete</b>	The system deletes the other address record if the user has appropriate authority. If the record does not exist an error message is shown and processing stops.
<b>F5—Next</b>	The system retrieves the next other address record, based on the other address code displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first other address record.
<b>F9—Link</b>	The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
<b>F10—Save</b>	The system saves the other address record, based on the other address code displayed. If the record already exists, it is replaced.
<b>ENTER—Inquire</b>	The system retrieves the other address record, based on the other address code displayed on the screen. If the other address code currently displayed does not exist, or no address detail is found, an error message is displayed and processing stops.
<b>CL—Exit</b>	The system transfers to the previously viewed screen.

**Input Coding Instructions**

<b>Element</b>	<b>Description</b>
Other Address Code	Enter up to a five-character other address code. (Required)
Attn 1	Enter up to 40 characters for the first address attention line. (Required)
Attn 2	Enter up to 40 characters for the second address attention line. (Optional)
Attn 3	Enter up to 40 characters for the third address attention line. (Optional)

Street	Enter the street address, up to 40 characters. If a P.O. Box is used instead of a street address, enter it on this line. (Required)
City	Enter an up to 25-character city name. (Required)
State	Enter the two-character state code. This must exist in Miscellaneous Table 84 (PCHL5750). (Required)
Zip	Enter up to a ten-character zip code. If the country is 'USA,' the first five-characters are required and must be numeric. If the country is 'CAN,' the first six-characters are required and must be in the following structure: (A/N/A/N/A/N).
Country	Enter a three-character country code. This must exist in the Country Table (PCHL5875). (Optional)
Region	Enter a three-character region code. This must exist in Miscellaneous Table 85 (PCHL5750). (Optional)
County	Enter a three-character county code. This must exist in Miscellaneous Table 86 (PCHL5750). (Optional)
Contact	Enter the name of the contact person, up to 40-characters. (Required)
Phone	Enter the 10-digit phone number of the contact person. (Required)
Ext	Enter an extension, up to four digits. (Optional)
Fax	Enter the fax number of the contact person. (Optional)
Ext	Enter a fax extension, up to four digits. (Optional)

**4.5260 VENDOR PERFORMANCE MAINTENANCE**

```

PCHL5260 V4.1 ADVANCED PURCHASING/INVENTORY 06/20/1996 12:00 PM
LINK TO: VENDOR PERFORMANCE

PERF ID : 472Y6000001 ACTION IND: P
VENDOR ID : 3587340999 000 XYZ LANDSCAPE SUPPLIES.

PERF CODE : SOV SHIPMENT OVERDUE
P/O ID : P000000016
REF ID : 0000000000002 DATE : 08/15/1994
PERF DESC : FREQUENTLY LATE WITH DELIVERY TIME : 12:51 PM
CONTACT : RAMSAM PHONE: 517 323 9534
COMMENT: (ISRT, DLET OR DUP) BLOCK
FUNCT > VENDOR HAS BEEN LATE WITH LAST FOUR SHIPMENTS
      >
BLOCK >
001 >
OF >
001 >
      >
      >
      >

F1 HELP F2 SELECT F3 DELETE F4 BLK FUNC F5 NEXT
F7 PR BLK F8 NX BLK F9 LINK F10 SAVE F12 PRINT

```

**Screen Description**

This screen is accessed from the Vendor Performance/Inquiry menu (PCHL5002) when F1 is selected. This screen allows the user to enter and maintain performance related issues for a vendor. It provides the functionality for the user to enter a standard performance code, documents to reference, contact information, as well as text to explain the performance issue in detail.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

**Available Function Keys****Input Coding Instructions**

**4.5270 VENDOR PERFORMANCE DISPOSITION**

```

PCHL5270 V4.1 ADVANCED PURCHASING/INVENTORY 06/20/1996 12:00 PM
LINK TO: VENDOR PERFORMANCE DISPOSITION +

PERF. ID : 472Y6000001 ACTION IND: P
VENDOR ID : 3587340999 000 XYZ LANDSCAPE SUPPLIES
PERF CODE : SOV SHIPMENT OVERDUE
DISP CODE : CX COMPLAINT SUBSTANTIATED WITH EXTENUATING CIRCUMSTANCES
REF ID : 000000000002 P/O ID: P00000016 DATE : 08/15/1994
PERF DESC : FREQUENTLY LATE WITH DELIVERY TIME : 12:00 PM
DISP BY : LORI MILLER PHONE: 517-333-3333
COMMENT : (ISRT, DLET, OR DUP) BLOCK
FUNCT -> VENDOR HAS BEEN LATE LAST FOUR SHIPMENTS
->
BLOCK -> CALLED VENDOR. VENDOR'S TRUCK WAS INVOLVED IN AN ACCIDENT REQUIRING
001 -> REPAIRS AND VENDOR HAD TO MAKE ALL DELIVERIES WITH ONE TRUCK. REPAIRS
OF -> HAVE BEEN COMPLETED AND DELIVERIES ARE NOW ON TIME.
001 ->
->
->
->

F1-HELP F2-SELECT F3-DELETE F4-BLK FUNC F5-NEXT
F7-PR BLK F8-NX BLK F9-LINK F10-SAVE F12-PRINT

```

**Screen Description**

This screen is accessed from the Vendor Performance/Inquiry menu (PCHL5002) when F2 is selected. This screen allows the user to assign a user-maintained disposition code to an existing vendor performance document. The user also has the ability to add additional comments regarding the disposition of the performance issue, using the text fields.

**Available Function Keys****Input Coding Instructions**

## 4.5400 CROSS REFERENCE MENU

PCHL5400 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994	12:00 PM
LINK TO:	CROSS-REFERENCE MENU		
COPYRIGHT 1993 KPMG PEAT MARWICK			
USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:			
(1)	- COMMODITY BY VENDOR		
(2)	- VENDOR BY COMMODITY		
(3)	- SPECIFICATION BY COMMODITY		
(4)	- STANDARD TERMS BY DOCUMENT		
(CL) - EXIT			

### Screen Description

This menu is accessed from the Table Maintenance menu (PCHL5000) when F10 is selected. This table maintenance menu displays all the selections the user is authorized to access by checking the user's Security Record. Cross-reference tables are used to establish, update, and/or inquire about the relationship between data. This menu allows access to the following four selections:

- Commodity by Vendor
- Vendor by Commodity
- Specifications by Commodity
- Standard Terms by Document

Cross-reference tables allow users to establish and view critical material management relationships.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields. The available menu selections are built, based on the Security record for the current user log-in.

## Available Function Keys

Function Key	Action
--------------	--------

<b>F1—Commodity by Vendor</b>	The system transfers to the Commodity by Vendor screen (PCHL5410). This screen allows the user to view <del>and/or update</del> the commodity/vendor cross reference. From this screen the user can select a commodity.
-------------------------------	---

<b>F2—Vendor by Commodity</b>	The system transfers to the Vendor by Commodity screen (PCHL5420). This screen allows the user to view <del>and/or update</del> the vendor/commodity cross reference. From this screen the user can select a vendor.
-------------------------------	--

<b>F3—Specifications by Commodity</b>	The system transfers to the Specifications by Commodity screen (PCHL5450). This screen allows the user to view and/or update the specifications/commodity cross-reference.
---------------------------------------	--

<b>F4—Standard Terms by Document</b>	The system transfers to the Standard Terms by Document Table Maintenance screen (PCHL5480). This screen allows the user to view and/or update the cross-reference of standard term IDs to a given document and document type.
--------------------------------------	---

<b>CL—Exit</b>	The system transfers to the previously viewed screen.
----------------	---

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### Table Maintenance

#### 4.5410 COMMODITY BY VENDOR TABLE MAINTENANCE

```
PCHL5410 V4.1 ADVANCED PURCHASING/INVENTORY 08/15/1994 12:00 PM
LINK TO: COMMODITY BY VENDOR

VENDOR : 100000 ACME SALES
MAIL CD: 002
S COMMODITY ID COMMODITY NAME
1000 1000000 10 PEN, BLACK BALL POINT
2000 2000000 20 YELLOW PAPER PADS
1234 0002332 10 RULERS
4455 4123458 45 PENCILS, #2

F1-HELP F2-SELECT F3-DELETE F4-ALT NAMES F5-NEXT
F8-NEXT PG F9-LINK F10-SAVE
```

#### Screen Description

#### 4.5420 VENDOR BY COMMODITY TABLE MAINTENANCE

```
PCHL5420 V4.1 ADVANCED PURCHASING/INVENTORY 05/09/1997 99:99PM
LINK TO: KXXX VENDOR BY COMMODITY

COMMODITY: 350 70 FLAGS, STATE AND U.S.: COTTON, NYLON, PO

S VENDOR ID MAIL CD VENDOR NAME CITY ST
2112635122 001 ALLEGIANCE FLAG AND BANNER CO BOSTON MA
2221896537 006 METRO FLAG INC DOVER NJ
2221896537 007 METRO FLAG INC DOVER NJ

F1-HELP F2-SELECT F3-DELETE F4-ALT NAMES F5-NEXT
F8-NEXT PG F9-LINK F10-SAVE F11-ADDRESS F12-STATUS
```



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## 4.5450 SPECIFICATIONS BY COMMODITY

PCHL5450 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994	12:00 PM
LINK TO:	SPECIFICATIONS BY COMMODITY		
COMMODITY: 100-06-30		CONTAINERS, PLASTIC	
S	SPECIFICATION ID	SHORT TITLE	
	SPEC1	COMMODITY SPEC 1	
	SPEC5	COMMODITY SPEC 5	
	SPEC6	COMMODITY SPEC 6	
F1-HELP F2-SELECT F3-DELETE F5-NEXT			
F9-LINK F10-SAVE			

### Screen Description

This screen is accessed from the Cross Reference menu (PCHL5400) when F3 is selected. This table maintenance screen displays the specification IDs cross-referenced for a given commodity. The user can assign up to 10 specifications to a commodity. From this screen the user can select a specification and transfer to the Specifications/Terms Table Maintenance screen (PCHL5500), where the specification record can be viewed and/or updated.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

### Available Function Keys

Function Key	Action
--------------	--------

<b>F1—Help</b>	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
----------------	--

<b>F2—Select</b>	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. When an 'S' is entered in the selection indicator field, the system transfers to the Specifications/Terms Table Maintenance screen (PCHL5500). This screen defines specifications and terms which can be referenced, using the assigned specification/terms ID.
------------------	---

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<b>F3—Delete</b>	The system deletes the selected specification ID cross-reference record, if the user has appropriate authority. If the record does not exist an error message is shown and processing stops.
<b>F5—Next</b>	The system retrieves the next specifications by commodity cross-reference record, based on the commodity ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first commodity record.
<b>F9—Link</b>	The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
<b>F10—Save</b>	The system saves the specifications by commodity cross-reference record, based on the commodity ID. If a commodity ID or specification ID is invalid, a message is displayed and processing stops. If the record already exists, it is replaced.
<b>ENTER—Inquire</b>	The system retrieves the specifications by commodity cross-reference based on the commodity ID displayed on the screen. If the commodity ID currently displayed does not exist, or no specification IDs are found, an error message is displayed and processing stops.
<b>CL—Exit</b>	The system transfers to the previously viewed screen.

**Input Coding Instructions**

<b>Element</b>	<b>Description</b>
Commodity	Enter up to a 11-character commodity ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific commodity record displayed, the commodity ID is retrieved. To create a new record, enter up to an 11-character commodity ID. This must exist in the Commodity Table (PCHL5100). (Required)
Commodity Name	The system retrieves the commodity name, based on the commodity ID entered.
Select Indicator	Enter an ‘S’ in this field to select a specification ID. When F2 is selected, the system transfers to the Specifications/Terms Table Maintenance screen (PCHL5500). This screen allows the user to view and/or update specifications and terms which can be referenced, using the assigned specification/terms ID. When F3 is selected, the system deletes the selected

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specification ID(s). (Optional)

Specification ID	The system retrieves the specification ID when inquiring on an existing cross-reference record. When creating a new cross-reference, enter up to a five-character specification ID. Up to 10 specification IDs can be entered for a document. This must exist in the Specifications/Terms Table (PCHL5500). (Required)
Short Title	System retrieves the specification short title, based on the Specification ID entered.

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## 4.5480 STANDARD TERMS BY DOCUMENT

PCHL5480 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994	12:00 PM
LINK TO:	STANDARD TERMS BY DOCUMENT		
DOCUMENT	: RQ	REQUISITION	
DOCUMENT TYPE	: RQ	STANDARD REQUISITION	
S	TERM ID	SHORT TITLE	
	TERM1	TERM 1	
	TERM2	TERM 2	
F1-HELP	F2-SELECT	F3-DELETE	F5-NEXT
		F9-LINK	F10-SAVE

### Screen Description

This screen is accessed from the Cross-Reference menu (PCHL5400) when F4 is selected. This table maintenance screen displays the standard term IDs for a given document and document type. From this screen the user can select a term ID and transfer to the Specifications/Terms Table Maintenance screen (PCHL5500) where the term can be viewed and updated. These terms are printed by the ADPICS print programs based on the document's document type.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

### Available Function Keys

Function Key	Action
--------------	--------

<b>F1—Help</b>	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
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<b>F2—Select</b>	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. This screen transfers to the Specifications/Terms Table Maintenance screen (PCHL5500) for the record marked with an 'S' in the selection indicator column. This screen defines specifications and terms which can be referenced using the assigned specification/terms ID.
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<b>F3—Delete</b>	The system deletes the selected term ID from the cross-reference record,
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when a term ID is marked with an 'S' in the selection indicator column. If a term ID is not selected, the system deletes the entire standard terms by document cross-reference record, if the user has appropriate authority. If the record does not exist an error message is shown and processing stops.

- F5—Next** The system retrieves the next standard terms by document cross-reference record, based on the document and document type displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.
- F9—Link** The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
- F10—Save** The system saves the standard terms by document cross-reference record, based on the document and document type entered. If a document's document type, or term ID is invalid, a message is displayed and processing stops. If the record already exists, it is replaced.
- ENTER—Inquire** The system retrieves the standard terms by document cross-reference record, based on the document and document type displayed on the screen. If the document and/or document type currently displayed does not exist, or no term IDs are found, an error message is displayed and processing stops.
- CL—Exit** The system transfers to the previously viewed screen.

**Input Coding Instructions**

Element	Description
Document	Enter two-character code identifying the document. This code must exist in Miscellaneous Table 63 (PCHL5750). (Required)
Document Type	Enter a two-character code identifying the document type. This code must exist in Miscellaneous Table 64 (PCHL5750). (Required)
Select	Enter an 'S' in this field to select a specification ID. When F2 is selected, the system transfers to the Specifications/Terms Table Maintenance screen (PCHL5500). This screen allows the user to view and/or update specifications and terms which can be referenced, using the assigned specification/terms ID. When F3 is selected, the system deletes the selected specification ID(s). (Optional)

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Term ID	The system retrieves the term ID when inquiring on an existing cross-reference record. When creating a new cross-reference, enter up to a five-character term ID. Up to 10 term IDs can be entered for a document. This must exist in the Specifications/Terms Table (PCHL5500). (Required)
Short Title	The system retrieves the short title from Specifications/Terms Table based on the term ID displayed.

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## 4.5500 SPECIFICATIONS/TERMS TABLE MAINTENANCE

```

PCHL5500 V4.1                      ADVANCED PURCHASING/INVENTORY    08/15/1994  12:00 PM
LINK TO:                            SPECIFICATIONS/TERMS TABLE MAINTENANCE

SPEC/TERM ID   : COM01             SHORT TITLE: COMPUTER SPEC 1
SPEC/TERM IND  : S

BLOCK FUNCTION:                     (SPEC/TERM ID TO COPY, ISRT, DLET, DUP)

TEXT:                                     BLOCK 001 OF 001
      ALL PERSONAL COMPUTERS SHOULD HAVE 5 1/4" AND 3 1/2" DISK DRIVES

F1-HELP          F3-DELETE          F5-NEXT
F7-PRIOR BLK     F8-NEXT BLK        F9-LINK          F10-SAVE          F11-BLK FUNCT

```

## Screen Description

This screen is accessed from the Table Maintenance menu (PCHL5000) when F5 is selected. This table maintenance screen allows the user to define specifications and terms which can be referenced using the assigned specification/terms ID. Specifications are used to describe commodities. Terms are used to describe agreement conditions used in documents such as requisitions or purchase orders.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

## Available Function Keys

Function Key	Action
<b>F1—Help</b>	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
<b>F3—Delete</b>	The system deletes the specifications/terms record if the user has appropriate authority. If the record does not exist an error message is shown and processing stops.
<b>F5—Next</b>	The system retrieves the next specification/term record, based on the spec/term ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.
<b>F7—Prior Blk</b>	The system retrieves the previous block of specification or term text.

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<b>F8—Next Blk</b>	The system retrieves the next block of specification or term text.
<b>F9—Link</b>	The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
<b>F10—Save</b>	The system saves the specification/term record, based on the spec/term ID. If the record already exists, it is replaced.
<b>F11—Blk Funct</b>	Based upon the function entered by the user (ISRT, DLET, DUP, or specification/term ID for copy) the system will: <ul style="list-style-type: none"><li>■ ‘ISRT’ to insert a blank block after the current block</li><li>■ ‘DLET’ to delete the current block</li><li>■ ‘DUP’ to duplicate the current block</li><li>■ ‘NXPG’ to retrieve the next block of specification text</li><li>■ ‘PRPG’ to retrieve the previous block of specification text</li><li>■ ‘SPEC ID’ to copy the specification into the text area after the current block</li><li>■ ‘TERM ID’ to copy the term into the text area after the current block</li></ul>
<b>ENTER— Inquire</b>	The system retrieves the specification/term based on the spec/term ID and spec/term indicator displayed on the screen. If the spec/term ID currently displayed does not exist, an error message is displayed and processing stops.
<b>CL—Exit</b>	The system transfers to the previously viewed screen.



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#### Input Coding Instructions

Element	Description
Spec/Terms ID	Enter up to a five-character specification or term ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific spec/term record displayed, the spec/term ID is retrieved. To create a new record, enter up to a five-character specification or term ID. This must be a unique ID that does not already exist in the Specifications/Terms Table (PCHL5500) (Required)
Short Title	The system generates the short title, based on the spec/term ID entered, when inquiring. When creating a new record, enter up to a 25-character short title. (Required)
Spec/Terms Ind	Enter appropriate indicator, 'S' for specs and 'T' for terms. (Required)
Block Function	Enter one of the following: <ul style="list-style-type: none"><li>■ 'ISRT' to insert a blank block after the current block</li><li>■ 'DUP' to duplicate the current block</li><li>■ 'DLET' to delete the current block</li><li>■ 'Spec/Term ID' to be copied after the current block</li></ul>
Text	The system retrieves the first text block when inquiring. When creating a new record, enter the desired text for the spec/term ID entered. This text may have multiple blocks (pages), each with 10 lines of 70 characters. (Optional)

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## 4.5650 INTERFACE TYPE TABLE MAINTENANCE

PCHL5650 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994	12:00 PM
LINK TO:	INTERFACE TYPE TABLE MAINTENANCE		
INTERFACE TYPE	:	PO	
DESCRIPTION	:	PURCHASE ORDER INTERFACE	
FINANCIAL CODE 1:		10000	
FINANCIAL CODE 2:			
FINANCIAL CODE 3:			
FINANCIAL CODE 4:			
FINANCIAL CODE 5:			
SECURITY CLASS	:	01 02 03 04 05	
F1-HELP	F3-DELETE	F9-LINK	F5-NEXT F10-SAVE

### Screen Description

This screen is accessed from the Table Maintenance menu (PCHL5000) when F8 is selected. This table maintenance screen allows the system administrator to specify which transactions will be generated by different ADPICS interface (to the financial system) transactions, and which users will be able to initiate these transactions.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

### Available Function Keys

Function Key	Action
--------------	--------

<b>F1—Help</b>	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
----------------	--

<b>F3—Delete</b>	The system deletes the interface type record if the user has appropriate authority. If the record does not exist an error message is shown and processing stops.
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<b>F5—Next</b>	The system retrieves the next interface type record, based on the interface type displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.
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<b>F9—Link</b>	The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing
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stops.

- F10—Save** The system saves the interface type record, based on the interface type displayed. If the record already exists, it is replaced.
- ENTER—Inquire** The system retrieves the interface type record based on the interface type displayed on the screen. If the interface type currently displayed does not exist, an error message is displayed and processing stops.
- CL—Exit** The system transfers to the previously viewed screen.

### Input Coding Instructions

Element	Description
Interface Type	Enter the two-character interface type. (Required)
Description	Enter up to a 50-character description of the interface type. (Required)
Financial Code (1-5)	Enter from one to five financial codes (up to 10 characters), identifying the financial transactions to be generated by the interface type. (Required)
Security Class (1-5)	Enter from one to five security classes (two characters), identifying the security class levels authorized to use this interface type. For no security, leave the fields blank. (Optional)

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## 4.5670 PROGRAM IDENTIFICATION MAINTENANCE

PCHL5670 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994	12:00 PM
LINK TO:	PROGRAM IDENTIFICATION MAINTENANCE		
PROGRAM NO. : 0000			
PROGRAM TYPE : L			
SHORT TITLE : MAIN MENU 0000			
PROGRAM INDEX : 001			
PROGRAM DESC :			
TRANSACTION ID: PH00			
PROGRAM STATUS: A (A)CTIVE, (I)NACTIVE			
FILE REFERENCE:			
F1-HELP F3-DELETE F4-PRIOR F5-NEXT			
F9-LINK F10-SAVE			

### Screen Description

This screen is accessed from the System Administration menu (PCHL7000) when F8 is selected. This table maintenance screen allows the user to update the program type, title, index, description, transaction ID, and status.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

### Available Function Keys

Function Key	Action
--------------	--------

- |                  |  |
|------------------|--|
| <b>F1—Help</b>   | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.   |
| <b>F3—Delete</b> | The system deletes the program identification record, based on the program number and program type, if the user has appropriate authority. If the record does not exist an error message is shown and processing stops.                                    |
| <b>F4—Prior</b>  | The system retrieves the prior program identification record, based on the program number and program type displayed on the screen. If there are no more records, a beginning-of-file message is shown and processing begins with the last program record. |
| <b>F5—Next</b>   | The system retrieves the next program identification record, based on the program number and program type displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with                                |

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the first program record.

- F9—Link** The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
- F10—Save** The system saves the program identification record, based on the program number and program type displayed on the screen. If the record already exists, it is replaced.
- ENTER—Inquiry** The system retrieves the program identification record, based on the program number and program type displayed on the screen. If the program number and/or program type currently displayed does not exist, an error message is displayed and processing stops.

**CL—Exit** The system transfers to the previously viewed screen.

### Input Coding Instructions

Element	Description
Program No	Enter the program (screen) number. (Required)
Program Type	Enter ‘L’ for On-line, ‘R’ for Report, ‘U’ for Utility, or ‘B’ for Batch. (Required)
Short Title	Enter a 20-character title. Once the program is active, this short title will appear on the User Program Security screen (PCHL7700). (Required)
Program Index	Enter a three-digit index number. (Required)
Program Desc	Enter a 50-character description. (Optional)
Transaction ID	Enter the four-character CICS transaction ID. (Optional)
Program Status	Enter ‘A’ (Active) or ‘I’ (Inactive). (Required)
File Reference	Enter a series of file reference codes. (Optional)

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## 4.5700 BUYER CODE TABLE MAINTENANCE

PCHL5700 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994	12:00 PM
LINK TO:	BUYER CODE TABLE MAINTENANCE		
DEPT :	001	ACCOUNTING	
BUYER ID:	AJH		
NAME :	AVELINO HALAGAO		
ATTN 1 :	U.S.A. OFFICE SUPPLY, INC., 7TH FLOOR	PHONE:	202 467-3163 EXT
ATTN 2 :			
ATTN 3 :			
STREET :	2001 M STREET N.W.		
CITY :	WASHINGTON	ST: DC	ZIP: 20036-2001
COUNTRY :	USA	REGION:	COUNTY: N/A
TITLE :	JUNIOR BUYER		
F1-HELP	F2-SELECT	F3-DELETE	F4-PRIOR
		F9-LINK	F10-SAVE
F5-NEXT			

### Screen Description

This screen is accessed from the Table Maintenance menu (PCHL5000) when F7 is selected. This screen defines buyers for each department/agency.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

### Available Function Keys

Function Key	Action
--------------	--------

<b>F1—Help</b>	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
----------------	--

<b>F2—Select</b>	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection.
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<b>F3—Delete</b>	The system deletes the buyer code record if the user has appropriate authority. If the record does not exist an error message is shown and processing stops.
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<b>F4—Prior</b>	The system retrieves the previous buyer code record, based on the department and buyer ID displayed on the screen. If there are no more
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records, a beginning-of-file message is shown and processing begins with the last record.

- F5—Next** The system retrieves the next buyer code record, based on the department and buyer ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.
- F9—Link** The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
- F10—Save** The system saves the buyer code record, based on the department and buyer ID displayed. If the record already exists, it is replaced.
- ENTER—Inquire** The system retrieves the buyer code record, based on the department and buyer ID displayed on the screen. If the buyer code currently displayed does not exist, or no buyer information is found, an error message is displayed and processing stops.
- CL—Exit** The system transfers to the previously viewed screen.

**Input Coding Instructions**

Element	Description
DEPT	Enter up to an eight-character department number. This must exist in the Department Table (PCHL5970). Required)
Buyer ID	Enter up to a four-character buyer ID. (Required)
Name	Enter the buyer’s name. (Required)
Attn 1	Enter up to 40 characters for buyer’s address — first line. (Required)
Phone	Enter the three-digit buyer’s telephone number area code. (Required)
Attn 2	Enter up to 40 characters for buyer’s address — second line.(Optional)
Attn 3	Enter up to 40 characters for buyer’s address — third line. (Optional)
Street	Enter up to 40 characters for buyer’s street address line. If the buyer uses a P.O. Box instead of a street address, enter it here. (Required)

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City	Enter the buyer's city, up to 25 characters. (Required)
St	Enter a two-character state. This state must exist in Miscellaneous Table 84 (PCHL5750). (Required)
Zip Code	Enter up to a 10-character Zip Code. If the country is 'USA', the first five-characters are required and must be numeric. If the country is 'CAN', the first six-characters are required and must be in the following structure: (A/N/A/N/A/N).
Country	Enter the three-character country code. This code must exist in the Country Code Table (PCHL5875). (Optional)
Region	Enter the three-character region code. This code must exist in Miscellaneous Table 85 (PCHL5750). (Optional)
County	Enter the three-character county code. This code must exist in Miscellaneous Table 86 (PCHL5750). (Optional)
Title	Enter up to a 40-character buyer's title. (Optional)



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## 4.5750 MISCELLANEOUS TABLE MAINTENANCE

PCHL5750 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994	12:00 PM
LINK TO:	MISCELLANEOUS TABLES		
FILE IDENTIFICATION: 64 DOCUMENT TYPES			
USER KEY	:	PO	
DATA	:		
F1-HELP	F3-DELETE	F5-NEXT	F10-SAVE
	F9-LINK		

### Screen Description

This screen is accessed from Table Maintenance menu (PCHL5000) when F12 is selected. This table maintenance screen defines tabled elements used throughout the system which are not included in the other table maintenance programs.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

### Available Function Keys

Function Key	Action
--------------	--------

- |                  |   |
|------------------|---|
| <b>F1—Help</b>   | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.  |
| <b>F3—Delete</b> | The system deletes the miscellaneous table record if the user has appropriate authority. If the record does not exist an error message is shown and processing stops.   |
| <b>F5—Next</b>   | The system retrieves the next miscellaneous table file record, based on the file identification and user key displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first file record. |
| <b>F9—Link</b>   | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing                          |

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stops.

**F10—Save** The system saves the miscellaneous table file record, based on the file identification and user key. If the record already exists, it is replaced.

**ENTER—Inquire** The system retrieves the miscellaneous table file record, based on the file identification and user key displayed on the screen. If the file identification currently displayed does not exist, an error message is displayed and processing stops.

**CL—Exit** The system transfers to the previously viewed screen.

### Input Coding Instructions

Element	Description
File Identification	Enter two-characters. (Required)
User Key	Enter up to 20-characters. (Required)
Data	Enter up to 160-characters. (Required)

**Special data entry information for this screen** This program allows users to define files and records in the Miscellaneous Tables. To define a file enter '00' in the file identification field. This field is 2-characters. Enter the file ID in the user key field. This field is up to 20 characters. Enter the file name in the data field. This field is up to two, 75-character lines, and is below and to the left of the field name. To define a record: Enter the file ID in file identification field. Enter the record key in user key field. Enter the record data in the data field.

Examples are provided below.

#### Example #1:

To define a file in the Miscellaneous Table, enter in the following fields:

File Identification: 00  
User Key: 64 (File Identification Number)  
Data:

Document Types (File Name)

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**Example #2:**

To define a record in a file, enter in the following fields:

File Identification: 64 (File Identification Number)  
User Key: EP (Record Key)  
Data:

Emergency Purchase Order (Record Data)

**Data retrieval  
information**

**The Table Lookup screen (PCHL5999):** The record ID field of this screen will display the value entered in the user key field, and the title field of this screen will display the first 50 characters entered on data line #1.

**When the user enters a code and the system retrieves associated data:**

Data entered in the user key field is the code that must be entered. The data entered in data line #1 is retrieved. Depending on the field and/or screen, the system will retrieve a specific number of characters. Some Miscellaneous Tables do not have the associated data retrieved (i.e., Document, Payment Distribution Type).

**Information  
specific to  
individual files**

**The Error Message file:** Enter the four-character error message number in the user key field. Enter the error message on the data lines. The user key and first 73 characters of data line #1 will display on a screen's error message line.

**Miscellaneous Table 63 Document:** Enter the type of document on data line #1 (i.e., Requisition, Purchase Order). On data line #2 enter the appropriate code for the method of document numbering. In the first position, enter 'D' for department numbering, or 'E' for entity numbering. In the second position, enter 'Y' for fiscal year numbering, or '\*' for all fiscal years numbering. For example, entering 'DY' indicates that document numbering will be by department, by fiscal year.

**Miscellaneous Table 57 Discount Terms:** Enter the name of the code for the discount term in the user key field. Enter the code on data line #1. Enter the code description on data line #2. The discount term code must be entered with a specific pattern in order for the system to calculate the appropriate discount amount. This pattern is: Numeric percentage, the percent sign, the number of days.

**Miscellaneous Table 84 State Codes:** The State Code table includes states and countries. Enter the two-character state/country abbreviation in the

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user key field. Enter the name of the state/country on data line #1. Enter the three-character country code on data line #2. States in the US must include USA on data line #2. Canadian provinces must include CAN on line #2. This allows for the correct formation of zip codes. Line #2 can be left blank for other countries.

**Miscellaneous Tables for Bulletin Board:** The bulletin board system has established four files. These files are: BX = Bid Extract Criteria, CC = Commodity Categories, CX = Commodity Categories/Commodity Code Cross-reference, and LD = Last Download Date. Information specific to each file is as follows:

**BX**—Enter the department ID, a slash (/), then the two-character document type in the user key field (i.e., 07114000/IT). Wildcards (\*\*) can be used (i.e., 071\*\*\*\*/\*\*). Enter the name of the department and the name of the document type on data line #1.

**CC**—Enter the commodity category code in the user key field. Enter the name of the category on data line #1. Enter the category abbreviation on data line #2.

**CX**—Enter the commodity ID in the user key field. Enter the commodity category code in data line #1. Enter the name of the commodity in data line #2.

**LD**—This only needs to be entered one time. Enter 'BBS' in the user key field. On data line #1, the first four characters are the year, the next two characters are the month, and the last two characters are the day. After initial entry, the batch download program will update the date.

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## 4.5760 UNION/NERE CODE ENTRY

PCHL5760 V4.1 LINK TO:	ADVANCED PURCHASING/INVENTORY UNION/NERE CODE ENTRY	10/15/1999	1:03 PM
UNION/NERE CODE: A			
DESCRIPTION : MICHIGAN STATE EMPLOYEES ASSOCIATION			
F1-HELP	F3-DELETE F9-LINK	F10-SAVE	F5-NEXT

### Screen Description

This screen is accessed from Secondary CS138 menu screen (PCHL2005) when F4 is selected. This table maintenance screen allows users to enter, update, and inquire on Union/Nere Code information.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

### Available Function Keys

Function Key	Action
<b>F1—Help</b>	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
<b>F3—Delete</b>	The system deletes the Union/Nere Code record if the user has appropriate authority. If the Union/Nere Code record does not exist, an error message is shown and processing stops.
<b>F5—Next</b>	The system retrieves the next Union/Nere Code record and its description. If there are no more records, an end-of-file message is displayed and processing begins with the first Union/Nere Code record.
<b>F9—Link</b>	The system transfers to the screen identified in the “Link To” field,

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providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

**F10—Save**            The system saves the Union/Nere Code record, based on the Union/Nere Code. If the record already exists, it is replaced.

**ENTER—Inquire**    The system retrieves the Union/Nere Code record, based on the Union/Nere Code entered. If the Union/Nere Code currently displayed does not exist, an error message is displayed and processing stops.

**CL—Exit**            The system transfers to the previously viewed screen.

### **Input Coding Instructions**

<b>Element</b>	<b>Description</b>
Union/Nere Code	Enter up to a two-character code to create a new record or to inquire on a specific record. If the record does not exist, a message is shown and processing stops. (Required)
Description	The system retrieves the description, based on the Union/Nere Code when inquiring. When creating a new Union/Nere Code record, enter up to a 50-character code. (Required)

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## 4.5770 NON-JURISDICTIONAL COMMODITY CODE ENTRY

PCHL5770 V4.1	ADVANCED PURCHASING/INVENTORY	10/15/1999	1:29 PM
LINK TO:	NON-JURISDICTIONAL COMMODITY CODE ENTRY		
NON-JURISDICTIONAL COMMODITY ID : 910-63			
DESCRIPTION : PUBLIC UTILITIES: WATER, SEWER, AND GAS			
START DATE : 01/01/1994			
END DATE :			
F1-HELP	F3-DELETE	F5-NEXT	
	F9-LINK	F10-SAVE	

### Screen Description

This screen is accessed from Secondary CS138 menu screen (PCHL2005) when F3 is selected. This table maintenance screen allows users to enter, update, and inquire on Non-Jurisdictional Commodity ID information. Some personal services commodity codes beginning with '9' are deemed not under Department of Civil Service jurisdiction. These are called Non-Jurisdictional Commodity IDs or codes.

The commodity on a document will be considered Non-Jurisdictional if it is entered on this table and the effective date of the document falls between the Start Date and End Date (inclusive). The exception to this is the Blanket Purchase Order (BPO). On a BPO a commodity is considered non-jurisdictional if either the Effective Date or Expiration Date falls within the date range defined on the Non-Jurisdictional Commodity Code record.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

### Available Function Keys

Function Key	Action
F1—Help	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
F3—Delete	The system deletes the commodity from the Non-Jurisdictional Commodity

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ID Table if the user has appropriate authority. If the record does not exist, an error message is shown and processing stops.

- F5—Next** The system retrieves the next Non-Jurisdictional Commodity ID record. If there are no more records, an end-of-file message is displayed and processing begins with the first Non-Jurisdictional Commodity ID.
- F9—Link** The system transfers to the screen identified in the “Link To” field, providing the user has appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
- F10—Save** The system saves the Non-Jurisdictional Commodity ID record. If the record already exists, it is replaced.
- ENTER—Inquire** The system retrieves the record, based on the Non-Jurisdictional Commodity ID entered. If the ID currently displayed does not exist, an error message is displayed and processing stops.
- CL—Exit** The system transfers to the previously viewed screen.

### **Input Coding Instructions**

<b>Element</b>	<b>Description</b>
Non-Jurisdictional Commodity ID	Enter up to an 11-character Non-Jurisdictional Commodity ID to create a new record or to inquire on a specific record. This must exist on the Commodity Table (PCHL5100). If the record does not exist, a message is shown and processing stops. (Required)
Description	The system retrieves the valid commodity name, up to 25 characters, as it appears in the Commodity Table (PCHL5100).
Start Date	Enter the eight-digit date from which the commodity is to be considered as Non-Jurisdictional. (Required)
End Date	Enter the eight-digit date up through which the commodity is to be considered as Non-Jurisdictional. The End Date may be blank, indicating that a termination date of the non-jurisdictional designation has not been determined. (Optional)



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## 4.5800 VENDOR STATUS CODE TABLE MAINTENANCE

PCHL5800 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994	12:00 PM
LINK TO:	VENDOR STATUS CODE TABLE MAINTENANCE		
CLASSIFICATION	: 010	REGISTRATION FEES	
VENDOR STATUS	: 001	FEE'S PAID	
PROHIBIT P/O	: Y	(Y/N)	
PROHIBIT PAYMENT	: N	(Y/N)	
PROHIBIT BID	: N	(Y/N)	
DEFAULT	: N	(Y/N)	
F1-HELP	F2-SELECT	F3-DELETE	F4-PRIOR
			F5-NEXT
			F9-LINK
			F10-SAVE

### Screen Description

This screen is accessed from the Vendor Maintenance/Inquiry menu (PCHL5001) when F6 is selected. This screen defines vendor status codes used in the vendor table to describe a vendor's characteristics (type of business, minority status, etc.).

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

### Available Function Keys

Function Key	Action
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<b>F1—Help</b>	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
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<b>F2—Select</b>	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection.
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<b>F3—Delete</b>	The system deletes the vendor status code record, based on the classification code displayed, if the user has appropriate authority. If the record does not exist an error message is shown and processing stops.
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<b>F4—Prior</b>	The system retrieves the prior vendor status code record, based on the
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classification code displayed on the screen. If there are no more records, a beginning-of-file message is shown and processing begins with the last vendor status code record

- F5—Next** The system retrieves the next vendor status code record, based on the classification code displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first vendor status code record.
- F9—Link** The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
- F10—Save** The system saves the vendor status code record, based on the classification code and vendor status displayed. If the record already exists, it is replaced.
- ENTER—Inquire** The system retrieves the vendor status code record, based on the classification code and vendor status displayed on the screen. If the classification code currently displayed does not exist, or no vendor statuses are found, an error message is displayed and processing stops.
- CL—Exit** The system transfers to the previously viewed screen.

### Input Coding Instructions

Element	Description
Classification	Enter the three-digit classification code. This must exist in the Vendor Classification Code Table (PCHL5810). (Required)
Vendor Status	Enter a unique three-character code for the vendor status. (Required)
Vendor Status Desc	Enter up to a 40-character description for the vendor status. (Required)
Prohibit P/O	Enter ‘Y’ or ‘N’ in this field. If ‘Y’ is entered, this will prohibit future orders to the vendor selected. (Required)
Prohibit Payment	Enter ‘Y’ or ‘N’ in this field. If ‘Y’ is entered, this will prohibit future payments to the vendor selected. (Required)
Prohibit Bid	Enter ‘Y’ or ‘N’ in this field. If ‘Y’ is entered, this will prohibit future bids to the vendor selected. (Required)

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Default

Enter 'Y' or 'N' in this field. (Required)  
**(Not used in Michigan, so enter 'N')**

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## 4.5810 VENDOR CLASSIFICATION CODE TABLE MAINTENANCE

PCHL5810 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994	12:00 PM
LINK TO:	VENDOR CLASSIFICATION CODE TABLE MAINTENANCE		
STATUS CLASS	: 001	FEEES PAID	
EDIT INDICATOR	: 0	NO EDIT	
DEPT AUTH.	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
F1-HELP	F2-SELECT	F3-DELETE	F4-PRIOR
		F9-LINK	F10-SAVE
F5-NEXT			

### Screen Description

This screen is accessed from the Vendor Maintenance/Inquiry menu (PCHL5001) when F5 is selected. This table maintenance screen allows the user to add, delete, update and/or view vendor classification codes.

### Available Function Keys

Function Key	Action
<b>F1—Help</b>	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
<b>F2—Select</b>	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection.

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<b>F3—Delete</b>	The system deletes the vendor classification code record, based on the status class, if the user has appropriate authority. If the record does not exist an error message is shown and processing stops.
<b>F4—Prior</b>	The system retrieves the prior vendor classification code record, based on the status class displayed on the screen. If there are no more records, a beginning-of-file message is shown and processing begins with the last vendor classification code record
<b>F5—Next</b>	The system retrieves the next vendor classification code record, based on the status class displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first vendor classification code record.
<b>F9—Link</b>	The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
<b>F10—Save</b>	The system saves the vendor classification code record, based on the status class displayed. If the record already exists, it is replaced.
<b>ENTER—Inquire</b>	The system retrieves the vendor classification code record, based on the status class displayed on the screen. If the classification code currently displayed does not exist, an error message is displayed and processing stops.
<b>CL—Exit</b>	The system transfers to the previously viewed screen.

### Input Coding Instructions

Element	Description
Status Class	Enter a unique three-digit vendor classification code. (Required)
Vendor Class Description	Enter up to a 40-character vendor classification description. (Required)
Edit Indicator	Enter a one-character edit indicator. This must exist in Miscellaneous Table 87 (PCHL5750). (Required)
Dept. Auth.	Enter up to an eight-character department ID. This will be used when the status class is only available for use by a specific department(s). Up to eight departments can be entered. This must exist in the Department Table

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(PCHL5970). (Optional)

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## 4.5850 HELP MAINTENANCE

PCHL5850 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994	12:00 PM
	HELP MAINTENANCE	PAGE: 01 OF 02	
PROGRAM ID: 2100 INDEX : 00			
OVERVIEW			
THE REQUISITION HEADER ENTRY SCREEN ALLOWS THE USER TO ENTER REQUISITION HEADER INFORMATION, WHICH APPLIES TO THE ENTIRE REQUISITION DOCUMENT. THIS INFORMATION INCLUDES ORDERING DEPARTMENT DATA, DOCUMENT TYPE, DUE DATE, INTERFACE TYPE, AND ACCOUNTING DISTRIBUTION METHOD.			
AFTER REQUISITION HEADER INFORMATION IS COMPLETELY ENTERED, THE SYSTEM TRANSFERS TO THE REQUISITION DETAIL ENTRY SCREEN (PCHL2110) WHERE THE USER CAN ENTER REQUISITION DETAIL INFORMATION.			
THE REQUISITION HEADER ENTRY SCREEN CAN ALSO BE USED TO INQUIRE ON EXISTING REQUISITIONS. BY ENTERING THE APPROPRIATE REQUISITION ID AND SELECTING THE <ENTER> KEY, THE SYSTEM WILL RETRIEVE AND DISPLAY THE REQUISITION HEADER INFORMATION ASSOCIATED WITH THAT REQUISITION ID.			
F7-PRIOR PG	F2-INS LINE	F3-DEL LINE	F4-AUDIT
F8-NEXT PG	F5-TOP	F6-COPY	F10-SAVE
	F11-INSERT PAGE	F12-DEL PAGE	

### Screen Description

This screen is accessed from the Table Maintenance menu (PCHL5000) when F6 is selected. This table maintenance screen allows the user with proper security to enter help messages for each screen in ADPICS.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

### Available Function Keys

Function Key	Action
<b>F2—Ins Line</b>	The system inserts a blank line where specified by the user. The blank line is inserted above where the cursor is positioned.
<b>F3—Del Line</b>	A help text line is deleted from the Help Text Table where the cursor is positioned.
<b>F4—Audit</b>	The system displays for each line the user who created or last updated it, the date it was created or last updated, the department number, and the terminal. Select any function key to return to the normal mode.
<b>F5—Top</b>	The system moves the cursor to the top of the help text. If no text exists, a message is displayed on the screen and processing stops. The system will

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clear any changes made, if this is selected before saving the record. The system will also return to page 01, if the user is on any other page.

<b>F6—Copy</b>	The system copies a line of help text.
<b>F7—Prior Pg</b>	The previous page of help text is retrieved and displayed, based on the program ID, index, and current page displayed. If the first page is already displayed, an error message is shown.
<b>F8—Next Pg</b>	The next page of help text is retrieved and displayed, based on the program ID, index, and current page displayed. If the last page is already displayed, an error message is shown.
<b>F10—Save</b>	The system saves the help text page, based on the program ID, index, and page number. If the record already exists, it is replaced.
<b>F11—Insert Page</b>	The system inserts a new page where specified by the user.
<b>F12—Del Page</b>	The system deletes a page where specified by the user.
<b>ENTER—Inquire</b>	The system retrieves the help text record based on the program ID and index displayed on the screen. If the program ID currently displayed does not exist, or indexes are found, an error message is displayed and processing stops.
<b>CL—Exit</b>	The system transfers to the previously viewed screen.

### Input Coding Instructions

Element	Description
Program ID	Enter the four-character program code (screen number). This code must exist in the Program Identification Table (PCHL5670). (Required)
Index	Enter the appropriate two-character index. Each index displays different help information. The valid indexes are '00' (screen description), '01' (function key definitions), and '02' (data field definitions). (Optional)
Text	Enter text for help message, up to 15 lines of 75-characters. (Optional)



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## 4.5875 COUNTRY CODE TABLE MAINTENANCE

PCHL5875 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994	12:00 PM
LINK TO:	COUNTRY CODE TABLE MAINTENANCE		
COUNTRY CODE : USA		COUNTRY NAME :	
UNITED STATES		PRINT SWITCH :	
Y (Y/N)			
123456789012		CURRENCY LABEL :	
USA			
CURRENCY FORMAT: 01	(01) - 9,999,999.9999		
	(02) - 9,999,99999999		
	(03) - 999,999,999.99		
F1-HELP	F3-DELETE	F5-NEXT	
F9-LINK F10-SAVE			

### Screen Description

This screen is accessed from the Secondary Table Maintenance menu (PCHL5005) when F2 is selected. This table maintenance screen allows a user to define an unlimited number of country codes. The country name and currency information may be associated with each entry.

### Available Function Keys

Function Key	Action
--------------	--------

- |                  |  |
|------------------|--|
| <b>F1—Help</b>   | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.   |
| <b>F3—Delete</b> | The system deletes the country code record if the user has appropriate authority. If the record does not exist an error message is shown and processing stops.   |
| <b>F5—Next</b>   | The system retrieves the next country code record, based on the country code displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first record. |
| <b>F9—Link</b>   | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow  |

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access to the screen number entered, a message is displayed and processing stops.

**F10—Save** The system saves the country code record, based on the country code displayed. If the record already exists, it is replaced.

**ENTER—Inquire** The system retrieves the country code, based on the country code displayed on the screen. If the country code currently displayed does not exist, an error message is displayed and processing stops.

**CL—Exit** The system transfers to the previously viewed screen.

### Input Coding Instructions

Element	Description
Country Code	Enter a three-character country code to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When creating a new record, enter a three-digit country code. (Required)
Country Name	The system retrieves the country name when inquiring. When creating a new record, enter up to 40-characters for country name. (Required)
Print Switch	Enter 'Y' or 'N' to indicate whether labels are to be printed. (Required) <b>(Not used in Michigan, so enter 'N')</b>
Currency Label	Enter 15 characters for description of the country specific currency (i.e., dollars, franc). (Required)
Currency Format	Enter the two-character code to select one of the currency formats displayed on the screen. (Required)

**4.5970 DEPARTMENT TABLE MAINTENANCE**

PCHL5970 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994	12:00 PM
LINK TO:	DEPARTMENT TABLE MAINTENANCE		
DEPARTMENT: 10000000    PROCUREMENT			
ADDRESS :			
1000000000 PROCUREMENT			
STREET: 2001 M STREET N.W.			
CITY: WASHINGTON		ST: DC	ZIP: 20036-5007 CTRY: USA
CONTACT NAME : ROBERT NOVEMBER			
CONTACT PHONE: 202 467-3359		EXT:	
CONTACT FAX : 202 467-6000		OIT CODE :	REG ADDR CODE: 10011
REQ GROUP ID : 10001220		POC GROUP ID : 10299066	
REQUISITION : RQ	REQ ACTNG CHG : RC	DOC CANCEL :	
ITB : IT	REQ COMM CHG :	INVOICE :	
BID : BI	PO ACTNG CHG :	RECEIPT :	
PURCHASE ORDER: PO	PO COMM CHG :	VOUCHER :	
DIRECT PO : PO	CREDIT MEMO :	DIRECT VCH :	
F1-HELP	F2-SELECT	F3-DELETE	F5-NEXT
		F9-LINK	F6-BUY CRITER
		F10-SAVE	

**Screen Description**

This screen is accessed from the Table Maintenance screen (PCHL5000) when F4 is selected. This table maintenance screen defines valid departments.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

**Available Function Keys**

Function Key	Action
<b>F1—Help</b>	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
<b>F2—Select</b>	The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection.
<b>F3—Delete</b>	The system deletes the department record if the user has appropriate authority. If the record does not exist an error message is shown and

processing stops.

<b>F5—Next</b>	The system retrieves the next department record, based on the department ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first department record.
<b>F6—Buy Criter</b>	The system transfers to the Buyer Assignment Table screen (PCHL5971) This screen allows the user to assign specific commodity or account codes that a buyer is responsible for purchasing. (Not used <b>in Michigan at this time</b> )
<b>F9—Link</b>	The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
<b>F10—Save</b>	The system saves the department record, based on the department ID. If the record already exists, it is replaced.
<b>ENTER— Inquire</b>	The system retrieves the department record based on the department ID displayed on the screen. If the department ID currently displayed does not exist, or no record is found, an error message is displayed and processing stops.
<b>CL—Exit</b>	The system transfers to the previously viewed screen.

## Input Coding Instructions

Element	Description
Department	Enter up to an eight-character department ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific department record displayed, the department ID is retrieved. When creating a new department record, enter an eight-character department number. (Required)
Department Name	The system retrieves the department name, based on the department ID entered when inquiring. When creating a new record, enter up to a 40-character department name. (Required)
Address	Enter up to 3 lines of 40 characters each for address specifics. (Optional)

Street address	Enter up to 40 characters for the street address. If a P.O. Box is used instead of a street address, enter it here. (Required)
City	Enter up to 25 characters for the city. (Required)
St	Enter the two-character state abbreviation. This state must exist in Miscellaneous Table 84 (PCHL5750). (Required)
Zip	Enter up to a 10-character zip code. If the country is 'USA', the first five-characters are required and must be numeric. If the country is 'CAN', the first six-characters are required and must be in the following structure: (A/N/A/N/A/N).
Ctry	Enter the three-digit country code. This code must exist in the Country Code Table (PCHL5875). (Optional)
Contact Name	Enter up to 40 characters for the contact person's name. (Required)
Contact Phone Area Code	Enter the three-digit area code for the contact person. (Required)
Contact Phone	Enter the 7-digit phone number for the contact person. (Required)
Ext	Enter up to a 4-digit phone extension for the contact person. (Optional)
Contact Fax Area Code	Enter the three-digit area code for the contact person's fax. (Optional)
Contact Fax	Enter the 7-digit contact person's fax number. (Optional)
OIT Code	Enter the two-digit office initiation transaction code. This is for federal government users only. (Optional) <b>(Not used in Michigan)</b>
REG Addr Code	Enter the five-digit regional address code. This is for federal government users only. (Optional) <b>(Not used in Michigan)</b>
REQ Group ID	Enter up to an eight-character requisition group's department ID. This must exist in the Department Table (PCHL5970). (Optional) . (In Michigan, enter the FACS Agency associated with the department ID entered. If the department ID is the FACS Agency, leave this field blank. Document numbering is based on the correct entry of this data.)

POC Group ID	Enter up to an eight-character purchase order contract group' department ID. This must exist in the Department Table (PCHL5970). (Optional) (In Michigan, enter the FACS Agency associated with the department ID entered. If the department ID is the FACS Agency, leave this field blank. Document numbering is based on the correct entry of this data.)
Requisition	Enter a two-character document type. When a document type is entered, it will become the default value on this department's requisitions. This must exist in Miscellaneous Table 64 (PCHL5750). (Optional)
Req ACTNG Change	Enter a two-character document type. When a document type is entered, it will become the default value on this department's requisition accounting change orders. This must exist in Miscellaneous Table 64 (PCHL5750). (Optional) <b>(Not used in Michigan)</b>
Doc Cancel	Enter a two-character document type. When a document type is entered, it will become the default value on this department's document cancellations. This must exist in Miscellaneous Table 64 (PCHL5750). (Optional)
ITB	Enter a two-character document type. When a document type is entered, it will become the default value on this department's invitations to bid. This must exist in Miscellaneous Table 64 (PCHL5750). (Optional)
Req. Comm Chg	Enter a two-character document type. When a document type is entered, it will become the default value on this department's requisition commodity change orders. This must exist in Miscellaneous Table 64 (PCHL5750). (Optional) <b>(Not used in Michigan)</b>
Invoice	Enter a two-character document type. When a document type is entered, it will become the default value on this department's invoices. This must exist in Miscellaneous Table 64 (PCHL5750). (Optional)
BID	Enter a two-character document type. When a document type is entered, it will become the default value on this department's bids. This must exist in Miscellaneous Table 64 (PCHL5750). (Optional)
PO Actn Chg	Enter a two-character document type. When a document type is entered, it will become the default value on this department's purchase order accounting change orders. This must exist in Miscellaneous Table 64 (PCHL5750). (Optional) <b>(Not used in Michigan)</b>

Receipt	Enter a two-character document type. When a document type is entered, it will become the default value on this department's receiving reports. This must exist in Miscellaneous Table 64 (PCHL5750). (Optional)
Purchase Order	Enter a two-character document type. When a document type is entered, it will become the default value on this department's purchase orders. This must exist in Miscellaneous Table 55 (PCHL5750). (Optional)
PO Comm Chg	Enter a two-character document type. When a document type is entered, it will become the default value on this department's purchase order commodity change orders. This must exist in Miscellaneous Table 64 (PCHL5750). (Optional) <b>(Not used in Michigan)</b>
Voucher	Enter a two-character document type. When a document type is entered, it will become the default value on this department's vouchers. This must exist in Miscellaneous Table 64 (PCHL5750). (Optional)
Direct PO	Enter a two-character document type. When a document type is entered, it will become the default value on this department's direct purchase orders. This must exist in Miscellaneous Table 55 (PCHL5750). (Optional)
Direct Vch	Enter a two-character document type. When a document type is entered, it will become the default value on this department's direct vouchers. This must exist in Miscellaneous Table 64 (PCHL5750). (Optional)
Credit Memo	Enter CM as the document type. The document type will become the default value on the department's credit memos. This must exist in Miscellaneous Table 64 (PCHL5750). (Optional)

**4.5975 DOCUMENT NUMBERING TABLE MAINTENANCE**

PCHL5975 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1996	12:00 PM
LINK TO:	DOCUMENT NUMBERING TABLE		
FISCAL YEAR : 1996			
DEPARTMENT : 12345678 FINANCE			
(ENTER ***** FOR ENTITY NUMBERING)			
DOCUMENT : CO			
DOC GENERATION: A (A)UTOMATIC, (M)ANUAL			
PREFIX LENGTH: 2			
NUMBER LENGTH: 05			
DOC NUMBER SCHEME:	PFX CO	NUMBER FROM 00000	TO 999999
	-----	-----	-----
			LAST NO 00001
			-----
F1-HELP	F2-SELECT	F3-DELETE F9-LINK	F5-NEXT F10-SAVE

**Screen Description**

This screen is accessed from the Table Maintenance menu (PCHL5000) when F3 is selected. This table maintenance screen allows the user to specify how documents will be numbered by ADPICS for each department, or how numbering will occur throughout the purchasing entity.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

**Available Function Keys**

Function Key	Action
--------------	--------

- |                  |   |
|------------------|---|
| <b>F1—Help</b>   | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.  |
| <b>F2—Select</b> | The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. |



<b>F3—Delete</b>	The system deletes the document numbering record, based on the fiscal year, department, and document type displayed, if the user has appropriate authority. If the record does not exist an error message is shown and processing stops.
<b>F5—Next</b>	The system retrieves the next document numbering record, based on the fiscal year and department ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document numbering record.
<b>F9—Link</b>	The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
<b>F10—Save</b>	The system saves the document numbering record, based on the fiscal year, department ID, and document type displayed. If the record already exists, it is replaced.
<b>ENTER—Inquire</b>	The system retrieves the document numbering record, based on the fiscal year, document ID and document type displayed on the screen. If the fiscal year and/or department ID currently displayed does not exist, or the document type is not found, an error message is displayed and processing stops.
<b>CL—Exit</b>	The system transfers to the previously viewed screen.

**Input Coding Instructions**

<b>Element</b>	<b>Description</b>
Fiscal Year	Enter the four-digit fiscal year to which the numbering scheme applies, or enter ‘****’ for entity numbering for all fiscal years. (Required)
Department	Enter up to an eight-character department ID of the department for which the document numbering scheme applies. This must exist in the Department Table (PCHL5970). (Required)
Document	Enter the two-character document type. This must exist in Miscellaneous Table 63 (PCHL5750). (Required)

Document Indicator Title      The system retrieves the document indicator code title, based on the document indicator code entered.

Doc Generation                Enter 'A' for automatic document numbering generation, or 'M' for manual document numbering generation. (Required)

Prefix Length                Enter the one-digit prefix length. ADPICS documents can have document prefixes from one to five-characters in length. (Required)

Number Length              Enter the two-digit number length, which must be a number between 5 and 11. The length of the prefix and the length of the number must be less than, or equal to 12. (Required)

## **Doc Number Scheme**

Prefix                        Enter the appropriate five-character prefix. (Required)

Number From                Enter the first document number to be used in the range. When the first document is created, the system will generate the next sequential number. (Required)

To                            Enter the last document number to be used in the range. (Required)

Last Number                The system retrieves the last document number generated by the system.

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## 4.5980 APPROVAL PROCESSING TABLE MAINTENANCE MENU

PCHL5980 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994	12:00 PM
LINK TO:	APPROVAL PROCESSING TABLE MAINTENANCE MENU		
COPYRIGHT 1993 KPMG PEAT MARWICK			
USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:			
(1)	- SIGNATURE TABLE MAINTENANCE		
(2)	- INITIATING DEPT APPROVAL PATH TABLE MAINT		
(3)	- COMMODITY APPROVAL PATH TABLE MAINTENANCE		
(4)	- DOCUMENT APPROVAL PATH TABLE MAINTENANCE		
(5)	- DEPARTMENT APPROVAL PATH TABLE MAINTENANCE		
(CL) - EXIT			

### Screen Description

This menu is accessed from the Document Authorization menu (PCHL9200) when F4 is selected. This table maintenance menu displays all the selections the user is authorized to access by checking the user's Security Record. This menu allows the following five selections:

- Signature Table Maintenance
- Initiating Dept Approval Path Table Maint
- Commodity Approval Path Table Maintenance
- Document Approval Path Table Maintenance
- Department Approval Path Table Maintenance

For start-up processing, the current date and time are retrieved and moved to the appropriate fields. The menu selections are built based on the Program Security record for the current user log-in.

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#### Available Function Keys

Function Key	Action
<b>F1—Signature Table Maintenance</b>	The system transfers to the Signature Table Maintenance screen (PCHL5984). This screen allows the user to update their approval signature.
<b>F2—Initiating Dept Approval Path Table Maint</b>	The system transfers to the Initiating Department Path Table Maintenance screen (PCHL5985). This screen allows the user to update initiating department approval paths.
<b>F3—Commodity Approval Path Table Maintenance</b>	The system transfers to the Commodity Approval Path Table Maintenance screen (PCHL5983). This screen allows the user to update commodity approval paths.
<b>F4—Document Approval Path Table Maintenance</b>	The system transfers to the Document Approval Path Table Maintenance screen (PCHL5981). This screen allows the user to update document approval paths.
<b>F5—Department Approval Path Table Maintenance</b>	The system transfers to the Department Approval Path Table Maintenance screen (PCHL5982). This screen allows the user to update department approval paths.
<b>F9—Link</b>	The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
<b>CL—Exit</b>	The system transfers to the previously viewed screen.

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## 4.5981 DOCUMENT APPROVAL PATH TABLE MAINTENANCE

PCHL5981 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994	12:00 PM
LINK TO:	DOCUMENT APPROVAL PATH TABLE MAINTENANCE	PAGE 01 OF 01	
DOCUMENT	: PO	PURCHASE ORDER	
DOCUMENT TYPE:	PO	STANDARD PURCHASE ORDER	
LOWER LIMIT			
DOLLAR AMOUNT:	250.00		
DEPT ID	LEVEL	DEPARTMENT NAME	
12345678	100	FINANCE	
F1-HELP	F3-DELETE	F5-NEXT	
F7-PRIOR PG	F8-NEXT PG	F9-LINK F10-SAVE	

### Screen Description

This screen is accessed from the Document Approval Table Maintenance menu (PCHL5980) when F4 is selected. This table maintenance screen allows the user to define an approval path by document, document type, and dollar amount. The user designates the department that the document must be processed through, and the highest authorization level required, to approve the document.

Associated department approval paths may be established using the Department Approval Path Table Maintenance screen (PCHL5982). When an associated department approval path is established, it must contain the highest approval level entered for the document approval path. It is possible to have a document approval path without a corresponding department approval path. However, it is not possible to have a department approval path without a corresponding document approval path.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

### Available Function Keys

Function Key	Action
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<b>F1—Help</b>	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
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<b>F3—Delete</b>	The system deletes the document approval path record, based on the
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document, document type, and lower limit dollar amount currently displayed on the screen, if the user has appropriate authority. If the record does not exist an error message is shown and processing stops.

- F5—Next** The system retrieves the next document approval path record, based on the document, document type, and lower limit dollar amount displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document approval path record.
- F7—Prior Pg** The previous page of approval levels, for the document approval path is retrieved and displayed, based on the document, document type, lower limit dollar amount ID and first department ID displayed. If the first department ID is already displayed, an error message is shown.
- F8—Next Pg** The previous next of approval levels, for the document approval path is retrieved and displayed, based on the document, document type, lower limit dollar amount ID and last department ID displayed. If the last department ID is already displayed, an error message is shown.
- F9—Link** The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
- F10—Save** The system saves the document approval path record, based on the document, document type, lower limit dollar amount ID displayed. If the record already exists, it is replaced. In some cases, it may be necessary to delete an approval path that is no longer wanted, before establishing a new approval path.
- ENTER—Inquire** The system retrieves the document approval path, based on the document, document type and lower limit dollar amount displayed on the screen. If the document currently displayed does not exist, or no document types are found, an error message is displayed and processing stops.

**CL—Exit** The system transfers to the previously viewed screen.

### Input Coding Instructions

Element	Description
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Document	Enter the two-character code identifying the document. This must exist in Miscellaneous Table 63 (PCHL5750). Wild card characters (“**”) can be entered to denote all documents. (Required)
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Document Type	Enter the two-character code identifying the document type. This must exist in Miscellaneous Table 64 (PCHL5750), Defaults to wild card characters ('**'), denoting all documents types. (Required)
Lower Limit Dollar	Enter minimum total dollar amount requiring approval for the document/document type combination entered. (Required)
Department ID	Enter up to an eight-character department ID. This must exist in the Department Table (PCHL5970). Up to seven approval departments and associated approval levels can be entered on the page. (Required)
Level	Enter the three-character approval level code indicating the highest approval level in the entered department needed to approve the document. Up to seven approval levels can be entered for the associated department IDs. (Required)

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## 4.5982 DEPARTMENT APPROVAL PATH TABLE MAINTENANCE

PCHL5982 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994	12:00 PM
LINK TO:	DEPARTMENT APPROVAL PATH TABLE MAINTENANCE		
DEPARTMENT	: 12345678	FINANCE	
DOCUMENT	: PO	PURCHASE ORDER	
DOCUMENT TYPE:	PO	STANDARD PURCHASE ORDER	
LOWER LIMIT			
DOLLAR AMOUNT:	250.00		
		LEVEL/USER ID	
APPROVAL PATH:	LEV- 100		
	F1-HELP	F3-DELETE	F5-NEXT
		F9-LINK	F10-SAVE

### Screen Description

This screen is accessed from the Document Approval Table Maintenance menu (PCHL5980) when F5 is selected. This table maintenance screen allows the user to define an approval path by department, document, document type, and dollar amount. The user designates the security levels and/or user IDs that are to be authorized to approve the document.

Associated document approval paths must be established using the Document Approval Path Table Maintenance screen (PCHL5981) prior to establishing a department approval path. When the department approval path is established, it must contain the highest approval level entered for the associated document approval path. It is possible to have a document approval path without a corresponding department approval path. However, it is not possible to have a department approval path without a corresponding document approval path.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

### Available Function Keys

Function Key	Action
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<b>F1—Help</b>	The system transfers to the Help Inquiry screen (PCHL9000). This screen
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displays help information for the screen being viewed when F1 is selected.

<b>F3—Delete</b>	The system deletes the department approval path record, based on the department, document, document type, and lower limit dollar amount currently displayed, if the user has appropriate authority. If the record does not exist an error message is shown and processing stops.
<b>F5—Next</b>	The system retrieves the next department approval path record, based on the department, document, document type, and lower limit dollar amount displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first department record.
<b>F9—Link</b>	The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
<b>F10—Save</b>	The system saves the department approval path record, based on the department, document, document type, and lower limit dollar amount displayed on the screen. If the record already exists, it is replaced. In some cases, it may be necessary to delete an approval path that is no longer wanted, before establishing a new approval path.
<b>ENTER— Inquire</b>	The system retrieves the department approval path record based on the department, document, document type, and lower limit dollar amount displayed on the screen. If the document ID currently displayed does not exist, or no document lines are found, an error message is displayed and processing stops.
<b>CL—Exit</b>	The system transfers to the previously viewed screen.

## Input Coding Instructions

Element	Description
Department	Enter up to an eight-character department ID of the buying entity. This must exist in the Department Table (PCHL5970). (Required)
Document	Enter the two-character code identifying the document. This must exist in Miscellaneous Table 63 (PCHL5750). Wild card characters (‘**’) can be entered to denote all documents. (Required)
Document Type	Enter the two-character code identifying the document type. This must

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exist in Miscellaneous Table 64 (PCHL5750). Defaults to wild card characters ('\*\*'), denoting all document types. (Required)

Lower Limit  
Dollar Amount

Enter a minimum total dollar amount requiring approval for the document/document type. (Required)

Approval Path

Enter up to eight-characters indicating the user ID or user level number required. User level numbers must be entered in the format 'LEV- 999' or '999' where '999' is the level number. All user IDs entered must be defined in the Primary User Security table (PCHL7600). (Required)

**4.5983 COMMODITY APPROVAL PATH TABLE  
MAINTENANCE**

PCHL5983 V4.1		ADVANCED PURCHASING/INVENTORY		08/15/1994	12:00 PM
LINK TO:		COMMODITY APPROVAL PATH TABLE MAINTENANCE		PAGE 01 OF 01	
DEPARTMENT	: KK1				
COMMODITY	: 100-10-10	PEN, BLACK BALL POINT			
DOCUMENT	: RQ	REQUISITION -			
DOCUMENT TYPE	: RQ	STANDARD REQUISITION			
LOWER LIMIT					
DOLLAR AMOUNT:	100.00				
DEPT ID	DEPARTMENT NAME	LEVEL/ USER ID			
100	DEPARTMENT OF GENERAL SERVICES	LEV - 010			
200	DEPARTMENT OF HUMAN RESOURCES	LEV - 010			
F7-PRIOR PG		F1-HELP F8-NEXT PG	F9-LINK	F3-DELETE	F5-NEXT F10-SAVE

**Screen Description**

This screen is accessed from the Document Approval Table Maintenance menu (PCHL5980) when F3 is selected. This table maintenance screen allows the user to define an approval path by department, commodity ID, document, document type, and dollar amount. The user designates the security levels and/or user IDs that are to be authorized to approve the document.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

**Available Function Keys**

Function Key	Action
<b>F1—Help</b>	The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
<b>F3—Delete</b>	The system deletes the commodity approval path record, based on the commodity ID, document, document type, and lower limit dollar amount currently displayed, if the user has appropriate authority. If the record does not exist an error message is shown and processing stops.

<b>F5—Next</b>	The system retrieves the next commodity approval path record, based on the based on the commodity ID, document, document type, and lower limit dollar amount displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first commodity approval path record.
<b>F7—Prior Pg</b>	The previous page of approvers, on the commodity approval path is retrieved and displayed, based on commodity ID, document, document type, lower limit dollar amount, and first approver displayed. If the first approver is already displayed, an error message is shown.
<b>F8—Next Pg</b>	The next page of approvers, on the commodity approval path is retrieved and displayed, based on commodity ID, document, document type, lower limit dollar amount, and last approver displayed. If the last approver is already displayed, an error message is shown.
<b>F9—Link</b>	The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
<b>F10—Save</b>	The system saves the commodity approval path record, based on the based on commodity ID, document, document type, lower limit dollar amount, and approval path displayed. If the record already exists, it is replaced. In some cases, it may be necessary to delete an approval path that is no longer wanted, before establishing a new approval path.
<b>ENTER— Inquire</b>	The system retrieves the document activity based on the document ID displayed on the screen. If the document ID currently displayed does not exist, or no document lines are found, an error message is displayed and processing stops.
<b>CL—Exit</b>	The system transfers to the previously viewed screen.

## Input Coding Instructions

Element	Description
Department	Enter up to an eight-character department code. This must exist in the Department Table (PCHL 5970). Partial wild cards ('472*****') can be entered. The first three spaces must be alphanumeric. (Required)

Commodity	Enter up to an 11-character commodity ID. This must exist in the Commodity Table (PCHL5100). Wild card characters ('***_**_*-*****'), or partial wild cards ('350-14-**_*-****') can be entered to denote all commodities. (Required)
<b>Commodity Name</b>	The system retrieves the description of the commodity, based on the commodity ID entered.
Document	Enter the two-character code identifying the document. This must exist in Miscellaneous Table 63 (PCHL5750). Wild card-characters (***) can be entered to denote all documents. (Required)
<b>Document Name</b>	The system retrieves the description of the document, based on the document code entered.
Document Type	Enter the two-character code identifying the document type. This must exist in Miscellaneous Table 64 (PCHL5750). Wild card-characters (***) denote all types. (Required)
<b>Document Type Name</b>	The system retrieves the description of the document type, based on the document type entered.
Lower Limit Dollar Amount	Enter the minimum total dollar amount (minus one cent) requiring approval for the document/document type. Documents which contain an amount greater than the amount entered will route through the approval path. For example, if documents that are equal to or greater than 500.01 should route through the approval path, then 500.00 should be entered. (Required)
Department ID	Enter up to an eight-character department ID. This must exist in the Department Table (PCHL5970). (Required)
<b>Department Name</b>	The system retrieves the department name, based on the department ID entered.
Level/User ID	Enter up to eight characters indicating the user ID or user level number required. Level numbers must be entered in the format 'LEV- 999' or '999' where 'nnn' is the level number. All user IDs entered must exist in the Primary User Security Table (PCHL7600). (Required)

#### 4.5984 ELECTRONIC SIGNATURE TABLE MAINTENANCE

PCHL5984 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994	12:00 PM
LINK TO:	SIGNATURE TABLE MAINTENANCE		

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USER ID	:	PMM
LEVEL	:	999
DEPARTMENT ID	:	12345678
DEPARTMENT NAME	:	FINANCE
OLD SIGNATURE	:	
NEW SIGNATURE	:	
ALTERNATE USER ID	:	DATES: TO
WORKL		F1-HELP F3-DELETE F6-VIEW
		F9-LINK F10-SAVE F11-RESET SGN

### Screen Description

This screen is accessed from the Document Approval Table Maintenance menu (PCHL5980) when F1 is selected. This table maintenance screen allows the user to change his or her electronic signature. In addition, the user can designate his or her document approval authority to another user.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

### Available Function Keys

Function Key	Action
--------------	--------

- |                      |   |
|----------------------|---|
| <b>F1—Help</b>       | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.  |
| <b>F3—Delete</b>     | The system deletes the electronic signature record, based on the user ID displayed, if the user has appropriate authority. If the record does not exist an error message is shown and processing stops.                             |
| <b>F6—View Workl</b> | The system transfers to the Document Authorization Mailbox screen (PCHL9210). This screen allows the user to approve or reject documents awaiting his or her approval.  |
| <b>F9—Link</b>       | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| <b>F10—Save</b>      | The system saves the electronic signature record, based on the user ID  |

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currently displayed. If the record already exists, it is replaced.

**F11—Reset Sgn** The system sets the electronic signature of the user identified in the user ID field to a predetermined signature code (e.g., 'KAPS'), provided the user has appropriate security.

**ENTER—Inquire** The system retrieves the electronic signature record based on the user ID displayed on the screen. If the user ID currently displayed does not exist, an error message is displayed and processing stops.

**CL—Exit** The system transfers to the previously viewed screen.

**Input Coding Instructions**

Element	Description
User ID	Enter up to an eight-character code identifying the user. This must exist in the Primary User Security Table (PCHL7600) (Required)
Level	The system retrieves the user level from the user's security record, based on the user ID entered.
Department ID	The system retrieves the department ID from the user's security record, based on the user ID entered.
Department Name	The system retrieves the department name, based on the department ID displayed.
Old Signature	Enter an alphanumeric code identifying the old electronic signature. A signature must have a minimum of four-characters and a maximum of eight. (Required if user is replacing an old signature with a new signature.)
New Signature	Enter an alphanumeric code identifying the new electronic signature. The system forces the user to enter the new electronic signature a second time to limit typing errors. If the two new electronic signatures do not match, the user must enter his or her electronic signatures again. A signature must be a minimum of four-characters and a maximum of eight. (Required if the user is replacing an old signature with a new signature.)
Alternate User ID	Enter up to an eight-character code identifying the alternate user ID. This code must exist in the Primary User Security Table (PCHL7600). You can only assign your authority when you have a user ID in the approval paths. Individuals with levels cannot assign their authority. (Optional)
Dates	Enter the valid date range that allows the user identified in the alternate user

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ID field to authorize documents for the user identified in the user ID field.  
(Required if alternate user is entered.)



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## 4.5985 INITIATING DEPARTMENT PATH TABLE MAINTENANCE

PCHL5985 V4.1	ADVANCED PURCHASING/INVENTORY	08/15/1994	12:00 PM
LINK TO:	INITIATING DEPT PATH TABLE MAINTENANCE	PAGE 00 OF 00	
INITIATING DEPT : 12345678 FINANCE			
DOCUMENT	: PO	PURCHASE ORDER	
DOCUMENT TYPE	: PO	PURCHASE ORDER	
LOWER LIMIT			
DOLLAR AMOUNT	: 300.00		
DEPT	DEPARTMENT	LEVEL/	
ID	NAME	USER ID	
1000	CENTRAL STORES	LEV- 800	
F1-HELP F7-PRIOR PG F8-NEXT PG F3-DELETE F5-NEXT F9-LINK F10-SAVE			

### Screen Description

This screen is accessed from the Document Approval Table Maintenance menu (PCHL5980) when F2 is selected. This screen allows the user to define an approval path by initiating department, document, document type, and dollar amount. The user designates the departments that the document must be processed through and the highest authorization level required to clear the document.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

### Available Function Keys

Function Key	Action
--------------	--------

- |                  |  |
|------------------|--|
| <b>F1—Help</b>   | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.   |
| <b>F3—Delete</b> | The system deletes the initiating department approval path record, based on the initiating department, document, document type, and lower limit dollar amount currently displayed, if the user has appropriate authority. If the record does not exist an error message is shown and processing stops. |
| <b>F5—Next</b>   | The system retrieves the next initiating department approval path record, based on the initiating department, document, document type, and lower limit dollar amount displayed on the screen. If there are no more records,  |

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an end-of-file message is shown and processing begins with the first initiating department approval path record.

- F7—Prior Pg** The previous page of approvers is retrieved and displayed, based on the initiating department, document, document type, and lower limit dollar amount and first approver displayed. If the first approver is already displayed, an error message is shown.
- F8—Next Pg** The next page of approvers is retrieved and displayed, based on the initiating department, document, document type, and lower limit dollar amount and last approver displayed. If the last approver is already displayed, an error message is shown.
- F9—Link** The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
- F10—Save** The system saves the initiating department approval path record, based on the initiating department, document, document type, and lower limit dollar amount displayed. If the record already exists, it is replaced.
- ENTER—Inquire** The system retrieves the initiating department approval path record, based on the initiating department, document, document type, and lower limit dollar amount displayed on the screen. If the initiating department ID department, document, document type, and/or lower limit dollar amount currently displayed does not exist, an error message is displayed and processing stops.
- CL—Exit** The system transfers to the previously viewed screen.

### **Input Coding Instructions**

<b>Element</b>	<b>Description</b>
Initiating Dept	Enter up to an eight-character code of an initiating department. This must exist in the Department Table (PCHL5970). (Required)
Document	Enter a two-character code identifying the document. This must exist in Miscellaneous Table 63 (PCHL5750). Wild card characters (‘**’) can be entered to denote all documents. (Required)
Document Type	Enter a two-character code identifying the document type. This must exist in Miscellaneous Table 64 (PCHL5750). Defaults to wild card characters (‘**’), denoting all document types. (Required)

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Lower Limit Dollar Amount	Enter a minimum total dollar amount requiring approval for the document/document type entered. (Required)
Dept ID	Enter an eight-character code of the buying entity. This must exist in the Department Table (PCHL5970). (Required)
Department Name	The system retrieves the department name based on the department ID entered.
Level/User ID	Enter up to eight characters indicating the user ID or user level number required. Level numbers must be entered in the format 'LEV- 999' or '999' where 'nnn' is the level number. All user IDs entered must exist in the Primary User Security table (PCHL7600). (Required)